

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

JANUARY 14, 1980

SUBJECT: ARRESTS OF PERSONS OPERATING PUBLIC UTILITY VEHICLES—REVISED PROCEDURES

PURPOSE: The Los Angeles Board of Transportation Commissioners is empowered by law to provide for the safe passage of persons who are transported by taxicabs, autos for hire, buses or private ambulances within the City. To accomplish this objective, the Board has adopted rules and regulations which require that a permit be obtained prior to operation of these vehicles. If the conduct or actions of a public utility vehicle operator are determined to be detrimental to the public safety, the Board may suspend or revoke his permit.

The Department currently forwards a Report of Transportation Utility Traffic Violation, Form 4.27, to the Board whenever a citable traffic violation is committed by an operator of a vehicle subject to their jurisdiction. In recent months, however, the rising number of incidents involving these operators has prompted an expansion of Department cooperation with the Board.

PROCEDURE:

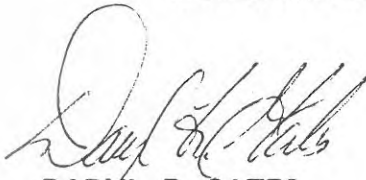
- I. ARRESTING OFFICER'S RESPONSIBILITIES.** Whenever an officer of this Department arrests the operator of a public utility vehicle for an offense committed while operating such vehicle, or for other offenses not related to vehicle operation, but which may, by their nature, adversely affect the users of that mode of transportation (such as robbery, narcotics, pandering or sex crimes), he shall ensure that each page of all copies of the Arrest Report, Form 5.2, has the words "PU&T OPERATOR," on the left margin.
- II. RECORD UNIT RESPONSIBILITIES.** Whenever record unit personnel process arrest reports bearing the words "PU&T OPERATOR," they shall forward two copies of the arrest and all related reports to their respective Operations Bureau.
- III. OPERATIONS BUREAU RESPONSIBILITIES.** Upon receiving an arrest report labelled "PU&T OPERATOR," Operations Bureaus shall forward one copy of the arrest and related reports to the Department of Transportation, Chief Public Utility Inspector, Room 1600, City Hall, and maintain the remaining copies in their files.

AMENDMENTS:

This order amends Sections 4/347.80 and 5/5.2—80 of The Department Manual.

AUDIT RESPONSIBILITY:

Concerned Geographic Operations Bureaus shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

JANUARY 15, 1980

SUBJECT: AFFIRMATIVE ACTION POLICY

PURPOSE: This order incorporates into The Department Manual the Affirmative Action Policy as approved by the Board of Police Commissioners.

AFFIRMATIVE ACTION POLICY. As a department of the City of Los Angeles, the Los Angeles Police Department conducts its affirmative action efforts in accordance with the City's Directives and City Council resolutions. As a participant in the Federal Crime Control Program, the Department observes the civil rights compliance provisions of the Crime Control Act of 1976.

It is the Department's policy and practice that all efforts to achieve the goals of the Department's Affirmative Action Program shall be consistent with the merit principle, that principle which states that recruitment, selection, assignment, evaluation, training, compensation, promotion, discipline, discharge and other personnel actions will be based on uniformly applied criteria of relative fitness to perform duties of the position sought or held, and not upon considerations of race, religion, national origin, sex, age, marital status, or handicap.

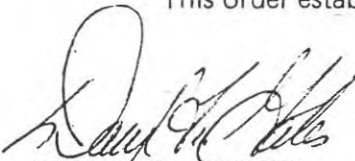
It is also the Department's policy and practice that all reasonable positive efforts will be made to achieve a work force which, at all levels, reflects parity with the sex/ethnic make-up of the City's civilian labor force. Efforts to achieve these goals include: Conducting outreach recruitment for entry-level hiring, civil service promotion, and paygrade advancement and providing training and work experience to improve promotional opportunity for all employees.

Additionally, in any instance where the appointing authority determines that two or more candidates are equally qualified for appointment, the appointing authority may consider affirmative action goal attainment in filling a position.

The Board of Police Commissioners and the Chief of Police expect and support vigorous efforts by all Department employees in continuing and improving the affirmative action efforts described in the Department's Affirmative Action Program.

AMENDMENTS:

This order establishes Section 1/800. of The Department Manual.



DARYL F. GATES
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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

FEBRUARY 14, 1980

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

I. SECURE DETENTION OF MINORS FOR 601 WELFARE AND INSTITUTIONS CODE (WIC) VIOLATIONS—PROCEDURE. Section 207 WIC has been amended to provide for the secure detention of a minor taken into custody for a violation of Section 601 WIC in the following circumstances:

- * When the arresting officer or probation officer has cause to believe the minor has outstanding wants, warrants, or holds, the minor may be securely detained for up to 12 hours after having been taken into custody.
- * When necessary to locate the minor's parents or guardian, and to arrange the return of the minor to his parent or guardian, the minor may be securely detained for up to 24 hours after having been taken into custody.

EXCEPTION: The minor may be securely detained for no more than 72 hours after having been taken into custody when the return of the minor cannot reasonably be accomplished with 24 hours due to the distance of the parents or guardian from the county of custody, difficulty in locating the parents or guardian, or difficulty in locating the resources necessary to provide for the return of the minor.

Detention approval criteria as provided in the Manual remain unchanged. However, careful consideration must be applied when evaluating the need for continued detention within a secure facility. The arresting officer and the officer approving detention must critically examine each situation involving a minor who falls within the definition of 601 WIC, before making a determination to place the minor in a secure facility.

After the arresting officer has obtained detention approval, the minor and a copy of the arrest report shall be delivered to the Area Intercept Officer. The Area Intercept Officer has the final responsibility to determine whether secure detention is necessary.

EXCEPTION: When the Intercept Officer is unavailable, the arresting officer shall be guided by the advice of the Juvenile Detention Officer, Detective Headquarters Division, extension 2570.

When the Probation Department concurs with secure detention, the minor shall be transported to the designated secure facility.

NOTE: The Los Angeles County Probation Department has designated Los Padrinos Juvenile Hall, 7285 East Quill Drive, Downey, for secure detention of 601 WIC violators. However, space allocated for 601 WIC detention is, on occasion, needed for 602 WIC detention purposes. Consequently, the Probation Department may deny 601 WIC detentions. When detention is denied at Los Padrinos because of insufficient space, minors shall be placed in Status Offender Detention Alternative (SODA) facilities.

When a minor is taken into custody as a person described in 601 WIC and secure detention of the minor is *not* required, the minor shall be placed in a SODA facility in conformance with existing procedure.

This adds Section 4/218.69 to The Department Manual.

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AUDIT RESPONSIBILITY: Juvenile Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

- II. DISPOSITION OF NARCOTICS EVIDENCE.** The following responsibilities have been established to ensure appropriate and expeditious disposition of property booked in connection with police initiated investigations and arrests when narcotics evidence is seized.

Investigations and Arrests by Investigative Personnel. Authorization for disposition of property, including narcotics, booked as a result of an investigation or arrest initiated by an investigative officer shall be the responsibility of the arresting investigative officer, or if none, the booking investigative officer.

Investigations and Arrests by Uniformed or Non-Investigative Personnel. Authorization for disposition of property booked as a result of an investigation or arrest, when narcotics evidence is seized, initiated by uniformed or other non-investigative personnel shall be the responsibility of:

- * The concerned geographic Area Detective Division Investigative Control Unit for property other than narcotics,
- * Narcotics Division for the below evidence when booked as a result of adult investigations or arrests:
 - * Narcotics.
 - * Narcotics paraphernalia.
 - * Ingredients used in the production of controlled substances.
- * Juvenile Division for the below evidence when booked as a result of juvenile investigations or arrests:
 - * Narcotics.
 - * Narcotics paraphernalia.
 - * Ingredients used in the production of controlled substances.

EXCEPTION: The arresting officer shall be responsible for the disposition of evidence related to release from custody arrests.

NOTE: Investigating officers shall coordinate disposition of property with other potentially concerned investigative personnel. The disposition of narcotics evidence from cases involving both adults and juveniles shall be accomplished only following liaison and agreement by concerned investigative personnel assigned to Narcotics and Juvenile Divisions.

This amends Section 4/550.10 and adds Section 4/550.12 to The Department Manual.

AUDIT RESPONSIBILITY: Property Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

- III. UNSOLVED HOMICIDE STATUS REPORT.** The current requirement that an investigating officer submit a homicide investigation progress report *within 30 days* after the case is assigned often does not allow sufficient time for a thorough follow-up investigation. Therefore, an investigating officer shall now submit a homicide investigation progress report *within 60 days* after assignment to the case.

This amends Section 4/710.20 of The Department Manual.

AUDIT RESPONSIBILITY: Robbery-Homicide Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

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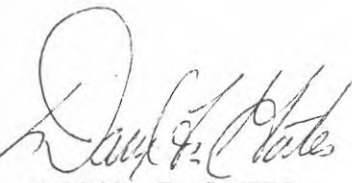
- IV. **EQUAL EMPLOYMENT OPPORTUNITY REPRESENTATIVES.** In the past, the duties and responsibilities of the Equal Employment Opportunity Representative in each geographic Area were assigned to the Community Relations Officer. Since the position of Community Relations Officer is no longer authorized, Area commanding officers shall designate one supervisor as the Equal Employment Opportunity Representative for their Area.

This amends Section 3/749. of The Department Manual.

AUDIT RESPONSIBILITY: Employee Opportunity and Development Division (EODD) shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

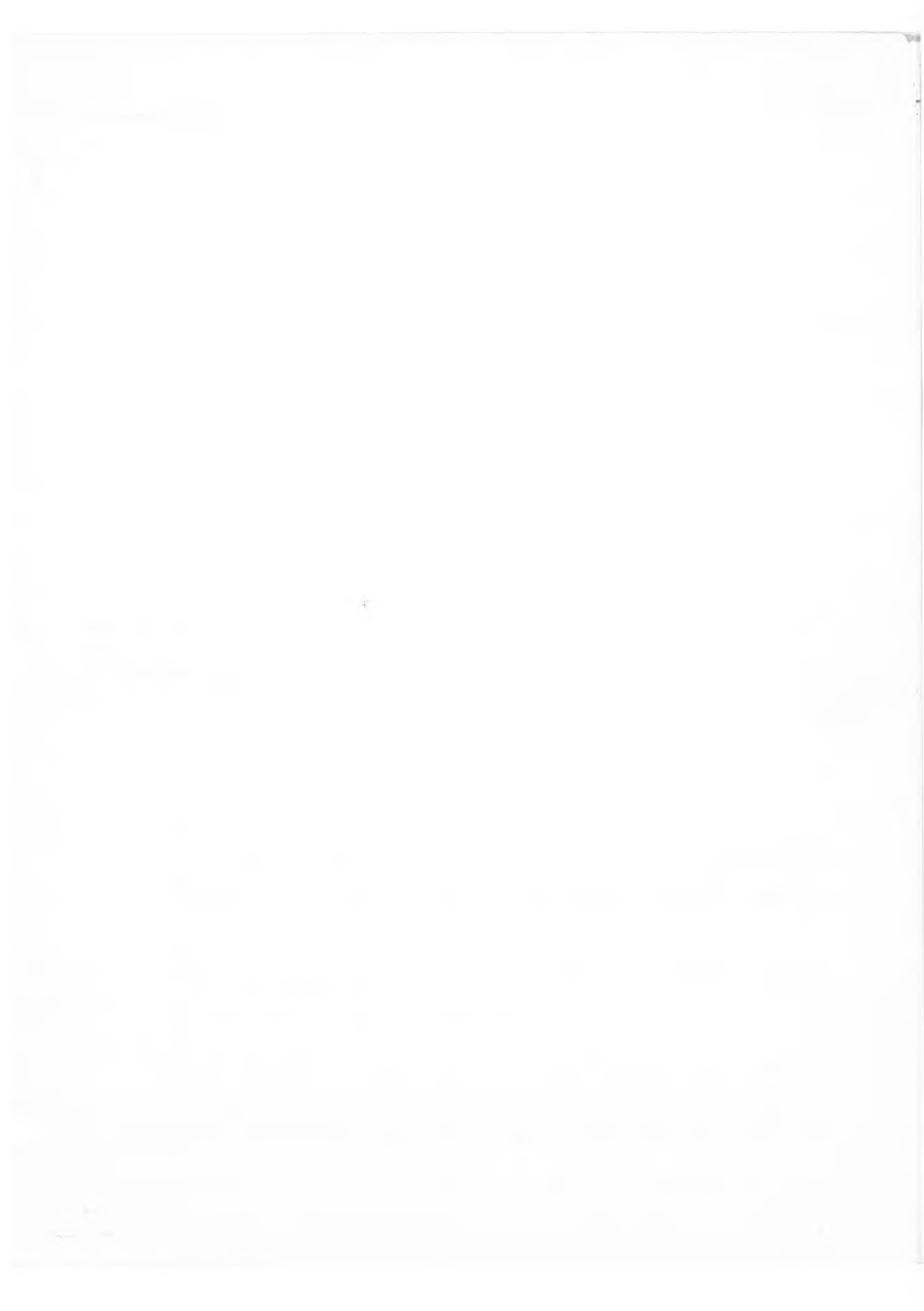
- V. **REVISION OF PRELIMINARY INVESTIGATION REPORT, FORM 3.1 (COIN NO. 03.01.0).** The Preliminary Investigation Report (PIR), Form 3.1, has been revised to include check box reporting of the "Point of Entry." Additionally, spaces have been provided for recording the estimated damage of Arson/Vandalism and the driver's license number or other identification of victims and witnesses.

Present stock of PIR's shall be used until depleted.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

FEBRUARY 20, 1980

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This order informs Department employees of certain additions, deletions, and revisions in The Department and Tactical Manuals.

PROCEDURE:

- I. DEACTIVATION OF OPERATIONS DUTY OFFICER.** Due to the realignment of Department resources, the assignment of an Operations Duty Officer has been discontinued. The following responsibilities of the former Operations Duty Officer position are transferred to the Watch Commander, Detective Headquarters Division (DHD):

- * In the event of an emergency or impending mobilization, summoning the appropriate staff officer while assuming interim command of the Department;
- * Notifying the Chief of Police, or officer acting in his stead, of significant incidents which he becomes aware of during his tour of duty;
- * Reporting information which may be of interest to the Mayor's Office;
- * Approving requests submitted by officers of other jurisdictions to act as peace officers within the City.

Responsibilities of the Operations Duty Officer that are not transferred to the Watch Commander, Detective Headquarters Division, are deactivated.

This amends Sections 2/207.95, 2/908., 3/810.40, 3/815.15, 3/837.50, 3/837.60, 4/110.10, 4/215., and 4/284.40; and deletes Sections 2/907.12, 3/109., 3/109.10, and 3/109.20 of The Department Manual.

AUDIT RESPONSIBILITY: Operations-Headquarters Bureau shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

- II. REORGANIZATION OF OFFICE OF SPECIAL SERVICES.** To ensure appropriate managerial and administrative control of Department activities, the organizational structure of the Department has been modified so that the Chief of Police and the Director, Office of Special Services shall each exercise command over the following divisions:

- * Internal Affairs Division
- * Organized Crime Intelligence Division
- * Public Disorder Intelligence Division
- * Narcotics Division
- * Administrative Vice Division

This modification allows personnel assigned to these divisions direct access to the Chief of Police should the necessity arise during the course of their duties. These divisions are under the direct line command of the Director, Office of Special Services. However, divisional commanding officers shall have the authority and responsibility to advise the Chief of Police of special circumstances which warrant the personal attention of the Chief of Police, particularly those which relate to a breach in the Department's integrity.

This amends Sections 2/208. and 2/708. of The Department Manual, as well as appropriate Department organizational charts.

- III. BUDGETED INVESTIGATIVE TRAVEL.** Requests for investigative travel funds, including expenses on a District Attorney's Authorization for an out-of-state extradition, shall be submitted to the concerned bureau commanding officer for approval.

EXCEPTION: Requests by Internal Affairs Division, Organized Crime Intelligence Division, and Public Disorder Intelligence Division shall be submitted to the Director, Office of Special Services, for approval.

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After the request has been approved at the bureau or office level, it shall be delivered to Fiscal Operations Division during business hours prior to the date of the concerned employee's departure.

When approving requests, bureau commanding officers and the Director, Office of Special Services, should use current Department expenditure rates as a general guideline. A copy of the current rates may be obtained by contacting the Accounting Section, Fiscal Operations Division. Any deviations from the standard rates should be explained in reports submitted to Fiscal Operations Division.

This amends Section 3/390.33 of The Department Manual.

AUDIT RESPONSIBILITY: Fiscal Operations Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

IV. RESPONSIBILITY FOR REPORTING NARCOTIC ARRESTS AND SEIZURES—REVISED. Statistics of narcotic arrests and seizures are an invaluable tool employed to evaluate the effectiveness of Department drug enforcement efforts. The following procedure has been established to improve the accuracy of statistics compiled by the Department.

The Narcotic Detail Arrest and Seizure Summary, LAPD Form 15.78, shall be completed by Area analytical units to report narcotic arrests and seizures within the geographic Area in which the unit is located.

DISTRIBUTION

- 1 - Original, concerned bureau commanding officer
- 1 - Commanding officer, concerned geographic Area
- 1 - Staff Services Section, Narcotics Division
- 1 - Commanding Officer, Juvenile Division
- 1 - Office of Operations, Narcotics Coordinator
- 5 - TOTAL

This amends Section 5/15.78 of The Department Manual.

AUDIT RESPONSIBILITY: Narcotics Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

V. WARNING OF PARKING VIOLATION, FORM 4.10—REVISED. This form, used to warn owners of illegally parked vehicles of possible citing and impound, is revised to define the word "driven" as it applies to 72 hour violations. Additionally, certain information has been translated into Spanish, and the Department return address has been printed on the back. The revised forms (7/79 revision date) are available at Supply Division. The stock of present forms shall be used until depleted for other than 72 hour violations.

This amends Sections 4/384.05 and 5/4.10 of The Department Manual.

VI. A. LINE-UP REFUSAL FORM—ACTIVATED. The Line-Up Refusal, Form 12.2, is activated. This form is to be completed when an arrestee refuses to participate in a line-up. If the arrestee refuses to complete this form, the officer shall make a notation of this fact on the form. The Line-Up Refusal form shall be retained in the arrestee's case folder. (Ordering Information: Stock Code No. 38P 0330922, Unit of Issue P25.)

This amends Section 4/735.50 and adds Section 5/12.2 to The Department Manual.

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FEBRUARY 20, 1980

B. **LINE-UP PROCEDURE—REVISED.** The following procedure relating to line-ups is revised:

- * County Central Jail Line-Ups (4/735.70): Arrestees shall be transported to the Inmate Reception Center, Los Angeles County Central Jail, as required by Los Angeles Sheriff's Department.

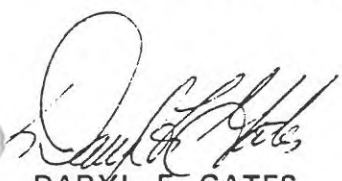
This amends Section 4/735.70 of The Department Manual.

VII. **FIELD COMMAND POST CHECKLIST—REVISED.** The Field Command Post Checklist, Form 14.15.0, has been revised to include Field-Jail Unit site selection factors and a list of potential Field Jail Unit sites.

The revised form is available at Supply Division.

VIII. **ELIMINATION OF THE OPERATIONS DUTY OFFICER POSITION AND REASSIGNMENT OF RESPONSIBILITIES IN THE TACTICAL MANUAL.** The position of Operations Duty Officer has been eliminated as a result of personnel reductions and organizational realignment. Responsibilities of the Operations Duty Officer have been reassigned to the Duty Deputy Chief or Detective Headquarters Division Watch Commander as appropriate.

This amends General Provisions 006., and Sections A/001.01, A/101., A/102.02, A/202.01 and A/203.02 of the Tactical Manual.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

MARCH 10, 1980

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This order informs Department employees of certain additions, deletions, and revisions in The Department and Tactical Manuals.

PROCEDURE:

- I. REVISED QUALIFICATION--BONUS SHOOT.** All officers, regardless of serial number, *may* now qualify on the bonus qualification course *in lieu* of the combat course. The requirement to qualify on the shotgun range is not affected.

This amends Section 3/258.08 of The Department Manual.

- II. BOOKING AT SYBIL BRAND INSTITUTE.** The procedure for booking non-warrant felony female arrestees at Sybil Brand Institute (SBI) has been modified to provide inclusion of court arraignment information on the Los Angeles Consolidated Booking Form (Form 5.01.0). This modification was made necessary since arrestees may now post bail before the investigating officer can coordinate the arraignment information with SBI personnel.

The following procedure shall be followed when booking arrestees at SBI:

An officer booking an arrestee at SBI shall obtain a booking number and court arraignment information from the Booking and Auxiliary Services Unit, Records and Identification Division. The booking number and court arraignment information shall be entered into the appropriate space on the Los Angeles Consolidated Booking Form (Form 5.01.0).

This amends Section 4/604.45 of The Department Manual.

AUDIT RESPONSIBILITY: Records and Identification Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

- III. JUVENILE PRE-BOOKING PROCEDURES--REVISED.** Currently, officers must check both Department juvenile records *and* the Sheriff's Department Central Juvenile Index Center (CJIC) prior to obtaining booking approval for juveniles.

Improved Department automated information capabilities have now eliminated the need to contact CJIC. Upon request by an officer, the Juvenile Records Unit, Records and Identification Division, shall provide juvenile arrest information from the Juvenile Automated Index (JAI) and the Juvenile Record Unit's regular files.

The Juvenile Arrest Report (continuation), Form 05.02.6 will be revised to reflect the elimination of the arrest record verification through CJIC. The new Form 05.02.6 will be available following the next regular printing. Existing supplies of the Form 05.02.6 shall be depleted prior to requisitioning the revised form from Supply Division.

This amends Section 4/218.60 of The Department Manual.

AUDIT RESPONSIBILITY: Automated Information Division shall monitor compliance with this directive, in accordance with the provisions of Manual Section 0/080.30.

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- IV. **REVISED MOTOR OFFICER UNIFORM REQUIREMENTS.** Officers assigned to two-wheeled motorcycle duty are often exposed to considerable variation in temperature during the course of their duties. This condition has required modification of motor officer uniform requirements. Motor officers are now authorized to wear the optional short-sleeve uniform shirt *with a tie* while wearing the field jacket. The tie and the field jacket shall be worn or removed simultaneously.

This amends Section 3/624.10 of The Department Manual.

AUDIT RESPONSIBILITY: Technical Services Bureau shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

- V. **REVISED DISTRIBUTION OF SELECTED ARREST REPORTS.** A recent survey revealed that an excessive number of reports are reproduced and distributed to certain units. The distribution of the following reports is revised as follows:

All Adult Felony Arrest Reports (5/5.2--82). Reduce the number of copies distributed to the concerned specialized detective unit to one copy.

When the arrest is for receiving stolen property, distribute one copy to Burglary-Auto Theft Division.

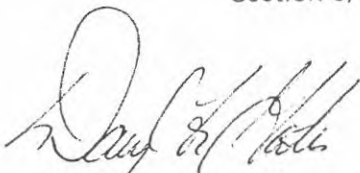
Petty Theft Arrest Reports (5/5.2--84). Delete the copy of the report previously distributed to the detective unit, Area of occurrence. The remainder of the distribution remains unchanged.

- VI. **RESPONSIBILITY FOR VISITING DIGNITARIES--REVISED.** Currently, planning and coordinating Department activities relative to the personal security of visiting dignitaries is the responsibility of Headquarters Uniformed Services Group, Tactical Planning Section. This order transfers those responsibilities to Headquarters Uniformed Services Group, Metropolitan Division.

NOTE: Metropolitan Division shall retain responsibility for providing special escorts to accompany visiting dignitaries and other important persons.

This amends Sections 2/1030.41 and 2/1034.03 of the Department Manual.

AUDIT RESPONSIBILITY: Operations-Headquarters Bureau shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

March 19, 1980

SUBJECT: REVISED PERSONNEL RATING REPORT, FORM 1.78, AND RATING PROCEDURES

PURPOSE: Any system for measuring employee performance requires that all personnel responsible for evaluating such performance fully understand and consistently apply uniform standards. In an effort to ensure a consistent application of uniform and identifiable standards in the evaluation of Department employees, and to make the evaluation itself more identifiable with the actual duties and responsibilities of personnel below the rank of Lieutenant, the Form 1.78 and procedures for its completion have been revised.

This order revises the Form 1.78 and retitles it the "Performance Evaluation Report," and activates the Form 1.78.2, titled "Performance Evaluation Report, Guidelines for Supervisors." This latter form contains general standards to be considered in evaluating an employee's performance in each of the basic categories and the various sub-factors within each category listed on the revised Performance Evaluation Report, Form 1.78.

PROCEDURES:

I. PERSONNEL RATING REPORT, FORM 1.78--RETITLED AND REVISED.

- * The Personnel Rating Report, Form 1.78 is revised and is retitled "Performance Evaluation Report." The revised 1.78 will be used to evaluate all sworn and civilian employees previously rated on the Personnel Rating Report.

II. COMPLETION OF PERFORMANCE EVALUATION REPORT, FORM 1.78--WHEN REQUIRED.

- * A Performance Evaluation Report, Form 1.78, shall be completed for each officer below the rank of lieutenant on a semi-annual basis. (*Semi-Annual*)

NOTE: The Form 1.78 required for any officer below the rank of lieutenant on the semi-annual schedule need not be completed when a *Transfer* or *Special* evaluation was completed for that officer within the preceding sixty days.

- * The Form 1.78 shall be completed for each officer below the rank of lieutenant, who transfers to another Area or Bureau, to the same class position, when no other evaluation has been completed within ninety days prior to such transfer. (*Transfer*)
- * The Form 1.78 shall be completed monthly for each officer below the rank of lieutenant during a promotional probationary period. (*Probation/Promotion*)
- * The Form 1.78 shall be completed monthly for all probationary civilian employees, and for temporary emergency employees. (*Probation/Promotion*)
- * The Form 1.78 shall be used in lieu of the Probationary Police Officer Evaluation Report, Form 1.78.1 whenever an entry-level probationary police officer fulfilled a function or primary duty assignment other than patrol or traffic during the major portion of the deployment period covered. (*Special*)
- * The Form 1.78 shall be completed for each officer below the rank of lieutenant who was assigned to any function other than his or her normal duties for any period exceeding ninety days (e.g., loans to Vice, Narcotics, etc.). (*Special*)
- * The Form 1.78 shall be completed for each officer below the rank of lieutenant at any time the officer's performance or standard of service indicate the need for a revised evaluation. (*Special*)

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March 19, 1980

- * The Form 1.78 shall be completed for any sworn employee upon his or her retirement, resignation, or termination, where such separation occurs more than ninety days after the last semi-annual performance evaluation. (*Separation*)

The semi-annual Performance Evaluation Report required for each sworn employee shall be completed according to the following schedule.

Class	Evaluation Period Ends on the Last Day of:	Evaluation Reports Completed During:
Police Officer	February and August	March and September
Sergeant	December and June	January and July
Detective	April and October	May and November

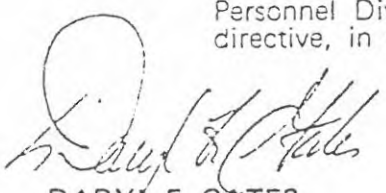
- III. **COMPLETION PROCEDURES REQUIRED FOR PERFORMANCE EVALUATION REPORT, FORM 1.78.** Commanding officers shall ensure that evaluations are completed for each employee classification within the above schedule, and that all concerned supervisors coordinate these evaluations through a group/team effort. This requires the employee's immediate supervisor to complete the initial evaluation, followed by a watch, unit, or division supervisor's meeting to develop a final evaluation on each employee. This order does not mandate participation by *every* employee who supervised the officer being evaluated, but requires that commanding officers ensure participation by all supervisors who can reasonably take an active role in the evaluation.
- IV. **PERFORMANCE EVALUATION COMPLETION GUIDE FOR SUPERVISORS, FORM 1.78.2--ACTIVATED.** This order activates the Performance Evaluation Completion Guide for Supervisors, Form 1.78.2. This form shall be used by all supervisory personnel during preparation of the Performance Evaluation Report, Form 1.78, and contains basic uniform standards to be applied in both the major categories and the sub-factors to be evaluated.
- V. **DISTRIBUTION OF PERFORMANCE EVALUATION REPORTS.** The present distribution of the Personnel Rating Report, Form 1.78, is unchanged and the revised Form 1.78 shall be distributed in the same manner.
- VI. **INITIAL STOCK OF FORMS.** An initial supply of the revised Performance Evaluation Report, Form 1.78, and the Performance Evaluation Completion Guide for Supervisors, Form 1.78.2, will be distributed without requisition. Upon receipt of the revised form, return all present Personnel Rating Reports, Form 1.78, to Supply Division, bundled and marked "Obsolete--Destroy."

AMENDMENTS:

This order amends Sections 3/156.20, 3/760., 3/760.10, 3/760.12, 3/760.20, 3/760.25, 3/760.40, 3/760.60, and 5/1.78 of The Department Manual, and adds Section 5/1.78.2.

AUDIT RESPONSIBILITY:

Personnel Division, Personnel and Training Bureau, will monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

PERFORMANCE EVALUATION REPORT GUIDELINES FOR SUPERVISORS

GENERAL GUIDELINES

Supervisors assigned to prepare a Performance Evaluation Report, Form 1.78, are reminded of the importance of this function, not only for its impact on the employee being evaluated, but as a measure of the quality of leadership and the management skills of the supervisor.

The supervisor must consider the needs and general interests of the Department while applying the standards set forth in these guidelines to the individual being evaluated. An evaluation must be written to motivate an employee to improve overall performance and must inform the employee in positive terms of any deficiencies which may have caused performance to fall below acceptable standards. The supervisor must recognize an employee's performance which meets or exceeds these standards, and inspire the employee to maintain the higher level of performance. All evaluations and comments relative to the employee's performance must be based on personally observed activities or characteristics.

In using the Performance Evaluation Report, supervisors shall evaluate the performance of each employee in the employee's present assignment and any other assignments the employee may have completed during the current evaluation period. The supervisor must first compare the employee's performance to that of all other employees of the same class and in similar assignments, placing emphasis on efficiency and the general quality of the employee's duty performance without regard to non-duty related personal traits or factors relevant only to prior evaluation periods. The supervisor must then evaluate the employee's overall value to the Department by first considering the previously determined duty performance value *and* then considering the employee's capabilities and characteristics compared to all other employees in the same class, and paygrade, regardless of assignment, known to the supervisor. ("Class" refers to basic rank; i.e. police officer, detective or sergeant.)

Employees are to be evaluated in the following class groupings during the indicated months.

Class	Period Ends On the Last Day of	Reports Completed During
Police Officer	February and August	March and September
Sergeant	December and June	January and July
Detective	April and October	May and November

While each group is evaluated during the specific time indicated, it must be remembered that in evaluating each employee the supervisor is to consider the employee's performance in relation only to others in the same class and paygrade.

Evaluations for each employee group are to be completed during the specified time, and all concerned supervisors shall coordinate the final evaluations in a group effort. This procedure is designed to preclude a single supervisor from assigning an undeservedly high or low overall evaluation to an employee who may have worked for that supervisor only a small part of the evaluation period.

COMPLETION GUIDELINES

Supervisors completing the Performance Evaluation Report, Form 1.78, shall first indicate the type of evaluation being prepared; semi-annual, transfer, special, probation/promotional, or separation.

- Semi-Annual — A Performance Evaluation Report, Form 1.78, shall be completed for each officer below the rank of lieutenant on a semi-annual

basis during the designated periods.

Exception: A *Semi-annual* performance evaluation need not be completed when a *Transfer* or *Special* evaluation was completed for the officer within the preceding sixty days.

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| Transfer | — | The Form 1.78 shall be completed for each officer below the rank of lieutenant, who transfers to another Area or bureau, to the same class position, when no other type of evaluation (Semi-annual or Special) has been completed within ninety days prior to such transfer. |
| Special | — | <p>The Form 1.78 shall be used in lieu of the Probationary Police Officer Evaluation Report, Form 1.78.1, whenever an entry-level probationary police officer fulfilled a function or primary duty assignment other than patrol or traffic during the major portion of the deployment period covered.</p> <p>A <i>Special</i> evaluation shall be completed for each officer below the rank of lieutenant who was assigned to any function other than his or her normal duties for any period of time exceeding ninety days (e.g. loans to vice, narcotics, etc.).</p> <p>A <i>Special</i> evaluation shall be completed for any officer below the rank of lieutenant at any time the officer's performance or standard of service indicates the need for a revised evaluation.</p> |
| Probation/Promotion | — | The Form 1.78 shall be completed monthly for each officer below the rank of lieutenant during a promotional probation period, and for all probationary civilian employees, and for all temporary emergency employees. |
| Separation | — | The Form 1.78 shall be completed for any sworn employee upon retirement, resignation, or termination, where such separation occurs more than ninety days after the last <i>Semi-annual</i> performance evaluation. |

Check-box Evaluation Section (Items 1 and 2)

This section is provided to assist the supervisor in measuring the employee's performance based on uniform standards related to duty requirements and peer group comparisons.

Each of the following sub-factors may be rated as Strong, ☒ ; Competent, ☐ ; Needs Improvement, ☐ ; or Not Observed, ☐ Initiative.

After evaluating the employee's performance relating to each of the sub-factors, the supervisor must then compare the performance of the specific employee to that of other known employees of equal rank and in similar assignments within the unit, section, or division, and make an overall evaluation of "Unsatisfactory Performance," or "Proficient Performance," for each of the two major categories, i.e., "Duty Performance" and "Leadership Capabilities."

- * **Proficient Performance** — Means that in this aspect of the employee's work, the employee meets the requirements of the position or assignment, and is in fact fully competent in performing assigned duties.
- * **Unsatisfactory Performance** — Means that in this aspect of his work, the employee fails to meet the minimum requirements of the position or assignment. This evaluation must be specifically justified in Section 3 (Narrative Evaluation).

ITEM 1 - DUTY PERFORMANCE

In each of the below sub-factors, the evaluator is given a general description of the work aspect to be measured. Basic summaries of the various performance characteristics giving rise to strong, competent or weak evaluations are given as a guide to the evaluator in determining the appropriate category for the employee.

- * **Responsiveness to Instruction** - Reaction to knowledge, information, direction and training. Does the employee follow instructions? Does he adhere to verbal and written orders and policies?

☒ Consistently ☐ Generally ☐ Seldom

- * **Judgment and Common Sense** - Sound, practical judgment that is independent of specialized knowledge or training; ordinary good sense; ability to think clearly and arrive at logical conclusions. Does the employee carefully and correctly consider a course of action before he embarks upon it?

☒ Consistently ☐ Generally ☐ Seldom

- * **Quality of Public Contacts** - Quality of relationships with citizens contacted in the course of the employee's official duties. Does the employee project an image of impartiality and fairness in his contacts with the public? Is the employee respected in the Area of his assignment? All of these factors combine to create what is considered "professional conduct." Is the employee "professional" in his public contacts?

☒ Consistently ☐ Generally ☐ Seldom

- * **Physical Fitness (Sworn)** - The state of an employee's general physical condition as evidenced by factors such as:

1.) Performance during most recent P.F.Q.; 2.) Physical appearance; e.g. obesity, etc.; 3.) Sick and I.O.D. record; and 4.) Participation in Department approved program of physical activity to improve or maintain a desired level of fitness. While the final evaluation cannot be based on any one of these factors, a Strong or Weak evaluation must be based on a reasonable combination of such factors.

☒ The employee is in excellent physical condition and capable of responding and rising to any physical challenge or task.

☐ The employee maintains average physical fitness and can respond to most physical challenges successfully.

☐ The employee makes little or no effort to maintain good physical fitness, and possesses physical capacities below those required by the Department.

- * **Use of Available Resources** - Imaginative, effective and economical use of all reasonable measures and approaches likely to assist in solving a problem at hand. Employs community resources, automated systems, tactical plans, analytical data, specialized expertise, deployment adjustments, air support, etc., when appropriate. Is the employee aware of all the resources available and potentially available? Does the employee utilize them to increase productivity and effectiveness?

☐ Consistently ☐ Generally ☐ Seldom

- * **Thoroughness** - Covering every pertinent facet of some activity. Completeness; marked by close attention to accuracy and detail. Is the employee thorough in the completion of assigned duties; i.e., field investigations, required follow-ups and report writing?

☐ Consistently ☐ Generally ☐ Seldom

- * **Performance Under Stress** —Reaction to stressful situations. How the employee reacts in emergencies, deteriorating field situations or when under extreme emotional verbal attacks from hostile citizens or suspects. Is the employee willing to take command and responsibility for control of field situations. Is the employee capable of coordinating activities of others during stressful situations? Is the employee able to remain calm and make responsible judgment decisions under these conditions?

☒ Consistently ☐ Generally ☐ Seldom

- * **Reliability** —The state or quality of being dependable; trustworthy. Can the employee be relied upon to perform assigned duties, using proper procedures, and with the Department's interest as the primary concern?

☒ Consistently ☐ Generally ☐ Seldom

- * **Safety Skills** — Knowledge of officer safety techniques. Does the employee utilize defensive driving techniques, authorized patrol tactics, and does the employee apply safety procedures in both routine and emergency activities?

☒ Consistently ☐ Generally ☐ Seldom

- * **Initiative** — Readiness and ability to originate new ideas and methods to resolve problem situations which are out of the ordinary. Does the employee initiate activity, based on observations of incidents or events that might not require response, but, which might lead to apprehension of suspects, recovery of property or solution of a management problem?

☒ Consistently ☐ Generally ☐ Seldom

- * **Work Quality** — The degree of excellence in the performance of one's duties. Does the employee produce the desired results; consistently submitting clear, concise and timely reports?

☒ Consistently ☐ Generally ☐ Seldom

- * **Productivity** —Refers to an employee's accomplishments in meeting work objectives. This can include meeting due dates, reducing crime, improving filing or conviction rates or improving traffic conditions. The ability to attain organizational goals, and to achieve the objectives of the assignment.

☒ The employee understands the goals established for those in the employee's assignment, and works successfully towards achievement of those goals.

☐ The employee generally understands organizational goals for employees in the assigned position, but does not always direct his or her efforts toward achievement of those goals.

☐ The employee usually lacks understanding of organizational goals and thus directs little effort toward them.

- * **Communications Skills** — The ability to communicate effectively in both written and verbal modes. Does the employee articulate facts and circumstances in clear and concise words, both in dealings with the public and with other members of the Department?

☒ Very articulate; communicates extremely well in verbal and written mediums.

☐ Communicates well verbally, but has difficulty with writing assignments; visa versa.

☐ Has difficulties in both verbal and written communications.

(In considering communications skills, the evaluator considers spelling, grammar, punctuation, etc. in writing skills and the basic public speaking skills in verbal communications.)

- * **Teamwork** — Working in a cooperative effort with other employees; striving to coordinate work activities with others to attain common goals. Is the employee well thought of and respected by those with whom he/she works? Does the employee place attainment of Department objectives above personal interests; working willingly with others in a harmonious effort to attain them?

☒ Consistently ☐ Generally ☐ Seldom

- * **Ability to Organize** — To be capable of formulating a unified plan, or course of action, to achieve a specific result. Is the employee capable of coordinating the efforts of other employees at the scene of a complex incident requiring unified action? Does the employee reflect organized thinking in written reports as well as personal actions?

☒ Consistently ☐ Generally ☐ Seldom

- * **Care and Use of Department Equipment** — Safe and proper use and maintenance of Department equipment and facilities. Does the employee treat Department property with care, ensuring against loss or damage by an awareness of and compliance with Department policies regarding City property?

☒ Consistently ☐ Generally ☐ Seldom

- * **Dress and Grooming** — Conformance with Department uniform inspection standards, courtroom attire, hair standards, etc. Do the employee's personal grooming habits reflect favorably upon the Department?

☒ Consistently ☐ Generally ☐ Seldom

ITEM 2 — LEADERSHIP CAPABILITIES (All Employees)

- * **Acceptance of Responsibility** — Willingness to assume additional duties and obligations. Is the employee willing to accept responsibility for the success or failure of a Department program?

☒ Consistently willing to accept responsibility for the completion of such programs, frequently seeking new challenges.

☐ Generally will accept responsibility for such programs, but does not generally volunteer; sometimes reluctant to accept them, but will when directed to do so.

☐ Avoids responsibility for such programs. Reluctant to assume obligations and will sometimes resist new duty assignments.

- * **Demonstration of Command Presence** — The ability to take control of a situation by the use of voice and body commands; exhibits confidence when making decisions; acts as a stabilizing influence while maintaining a positive bearing when handling any given situation. Do others follow this employee's directions and commands?

☒ The employee's authority and ability to direct are consistently recognized and respected by those around him.

☐ The employee's authority is generally respected, but directions given are not always accepted without resentment or resistance.

☐ The employee's authority is sometimes resented and the commands or directions given by the employee are frequently resisted.

- * **Contacts with Subordinates** — Effectiveness in dealing with employees of lower rank, position and authority. Does this employee deal with subordinates sufficiently, fairly, and equally, or is the employee weak, or overly exertive, or partial with these contacts? Do subordinates respect this employee because of leadership ability, and do they seek advice from the employee when confronted with problems?

☒ Consistently ☐ Generally ☐ Seldom

- * **Adaptability** — The ability to accept change without difficulty or resistance. Capable of mastering obstacles encountered in implementing new procedures or techniques.

☒ The employee readily adapts to changed circumstances, concentrating on the development of new techniques to facilitate completion of assigned tasks rather than resisting the changes themselves.

☐ The employee accepts change and handles new assignments without active resistance. Does not, however, use personal initiative to ensure the success of a new program.

☐ The employee resists change, often accepts new assignments or responsibility grudgingly, and makes little personal effort to ensure smooth transition to the new program, or its eventual successful completion.

- * **Demonstration of Loyalty** — Understands the obligation to uphold the principles and ideals of the profession and the Department by example and action, and fulfills that obligation.

☒ The employee can be depended upon to represent the policies and objectives of the Department.

☐ Generally acknowledges the policies and objectives of the Department.

☐ Frequently derisive of policies and objectives of the Department.

- * **Effect on Morale** — To instill in others a moral or mental attitude necessary for courage, discipline, confidence, enthusiasm or a willingness to endure hardship for the good of the Department.

☒ The employee consistently sets a personal example which instills high morale in fellow employees. Inspires subordinates and peers to achieve their very best.

☐ Generally sets a good example for others to follow, and instills good morale in co-workers.

☐ Seldom establishes a positive atmosphere or example which might generate good morale. Acts in ways detrimental to the morale of co-workers.

- * **Planning Skills** — The ability to formulate a plan of action or procedure and to do so with careful consideration for the possible effects of that plan. Does the employee plan activities or just begin operating in a field situation without a specific plan or course of action? When the employee is not committed to a primary task by specific assignment, does the employee direct his/her activities toward the attainment of pre-determined goals? Does the employee achieve results and solutions based on effective planning?

☒ The employee consistently considers the available options and plans carefully before initiating action. Follows accepted procedures in preplanning for expected events and coordinates plan with other units involved.

☐ Generally plans a course of conduct based on information then available.

- ☐ Occasionally acts impulsively, without consideration for the effect of that conduct on others. Seldom recognizes the need for preplanning and coordination with other involved units.

(Supervisory Personnel Only)

- * **Effectively Delegates** — Uses the principle of delegation effectively, to train and develop subordinates. Does the employee properly control and follow-up delegated responsibilities? Do subordinates show improvement in their performance as a result of proper delegation and follow-up?
- ☒ The employee consistently makes proper and effective use of the principle of delegation, both in field situations and in management responsibilities.
- ☐ The employee generally delegates duties and responsibility in a satisfactory manner.
- ☐ The employee seldom effectively delegates to others. Often delegates only those duties or responsibilities onerous to oneself, without regard for the abilities or training needs of those to whom the task is delegated.
- * **Training of Subordinates** — Influencing subordinates in positive ways. Recognition of training deficiencies and instituting proper and effective remedial measures to overcome them. Sharing experiences and training with others to improve their value to the Department.
- ☒ The employee recognizes training needs and actively works to fill them. Constantly seeking ways to improve production through training methods, often self-developed.
- ☐ Recognizes training needs or deficiencies, and will notify others of such needs. Sometimes suggests training programs to overcome employee deficiencies.
- ☐ Sometimes takes notice of training needs but will seldom make personal suggestions to improve employee efficiency.
- * **Evaluation of Subordinates** — Effective use of Department evaluation procedures to improve the performance of employees under the command or supervision of the employee being evaluated. Does this employee use the Performance Evaluation Report and procedures as positive management tools to bring about desired changes in the work habits of his subordinates? Does the employee carefully consider the interests of the Department and the subordinate when completing the Performance Evaluation Report? Does the employee understand and fairly apply the standards contained in the Performance Evaluation Guidelines when evaluating subordinates?
- ☒ Consistently ☐ Generally ☐ Seldom
- * **Committed to Affirmative Action Goals** — Understands and contributes to the attainment of the Department's Affirmative Action Goals. Does the employee disseminate current information on the program to peers and subordinates? Has the employee ensured that subordinates are fully informed regarding Affirmative Action directives and regulations, and that information on the program is readily available in the work unit? Does the employee ensure that the actions of subordinates are consistent with Affirmative Action objectives, and set an example by personal actions? Does the employee demonstrate an awareness of and respect for the sex and cultural differences of co-workers and of the public?

☒ Consistently ☐ Generally ☐ Seldom

ITEM 3 — NARRATIVE EVALUATION

This section is the most important part of an employee evaluation. As a supervisor one can best identify the employee's strengths and weaknesses when not limited to check-box categories which may not adequately cover these strengths and weaknesses. Use this space to tell why the employee was evaluated ("needs improvement" or "strong", — or +) in any of the sub-factors listed in Sections 1 and 2. This section can be used to identify the exceptional employee and identify factors that make him above "proficient."

Tell the employee what is necessary to improve the evaluation in these categories for future performance evaluations. Here, the supervisor is not restricted to mechanical descriptions, but can make an evaluation that is truly relevant to just the employee being considered. **THE LOWER PORTION OF THIS SECTION MUST BE COMPLETED, AND ALTHOUGH THERE MAY BE NO AREA OF DEFICIENCY, EVEN THE MOST COMPETENT AND PRODUCTIVE OFFICER CAN IMPROVE.** The rater is required to identify an area where increased attention would result in a higher level of performance.

What to Include in the Narrative

- * Describe significant accomplishments outside of the normal duties of the employee. Identify specific failings or particular observations of substandard performance. Advise the employee of weaknesses that should be remedied.
- * Document any facts which support an overall evaluation of "unsatisfactory performance" in Section 1 or Section 2.
- * Suggest methods for improving duty performance or acquiring needed skills.
- * Describe any interviews with the employee wherein the employee's duty performance or leadership capabilities were discussed, and the results of such interviews.
- * List any performance and professional goals established by the employee and include a statement of the employee's commitment and any substantive achievements.

Any time an employee has been evaluated as "Proficient" in either Sections 1 or 2, and is evaluated as "Unsatisfactory" in Section 4, a narrative explanation for this difference must appear in Section 3 (Narrative Evaluation).

EXAMPLE: "This employee performs the duties of a certain assignment in a "Proficient" manner but is unable or unwilling to apply himself equally well in other assignments."

What to Avoid in the Narrative

- * Personality labels.
- * Hearsay information or rumors. (All comments shall be based on personal observations.)
- * Complicated terminology.
- * References to, or consideration of, statements made or incidents described on prior evaluation reports.

ITEM 4 — OVERALL VALUE OF THIS EMPLOYEE

In this section the supervisor is required to assign an "overall value" of either "Proficient" or "Unsatisfactory" to the individual being evaluated.

In making the determination of the overall value to be assigned to the employee, the supervisor shall consider the following factors. First, the employee's value in the present assignment as determined by the level of proficiency attained in the performance of the employee's duties. This first consideration is based upon the employee's evaluation as described in Sections 1, 2 and 3 above. Second, considering the general needs of the Department, and all positions filled by employees of equal rank, compare this employee's capabilities and characteristics to all other employees in that rank as known to the evaluator and assign an overall value to this employee.

- * **Unsatisfactory Employee** — An "unsatisfactory" overall evaluation must be fully supported in both the check-box and narrative portions of the performance evaluation of any employee.

To justify such evaluation it must be clearly established that the employee has failed to meet the minimum requirements of the position. Specific areas of failure must be described in relationship to identifiable standard requirements of the employee's assigned duties. Warnings given to the employee in the past regarding substandard performance shall be documented in detail along with the specifics of training or remedial counselling provided the employee to assist in improving performance. Documentation of these facts must include dates, times, places and names of those who participated in verbal or written reprimands, notification of sub-standard performance, notice to correct deficiencies or remedial training or counselling.

Whenever an employee receives an overall evaluation of "Unsatisfactory," the employee's commanding officer shall consider the factors resulting in such evaluation and determine whether the circumstances merit a recommendation for non-certification to withhold or remove merit pay. If such recommendation is appropriate, the commanding officer shall indicate this by placing an X in the box provided directly below the "Unsatisfactory" evaluation box in this section.

- * **Proficient Employee** — This evaluation means that the employee has the necessary experience, expertise and qualification for the position, and that he is fully performing the duties of such position without deviation from the regulating policies and procedures. The employee has the necessary skills and knowledge to perform assigned tasks, and applies them to the best of his ability.

ITEM 5

Only those incidents and sustained complaints that occurred within the evaluation period should be indicated. A complaint relative to events that occurred during the period that has not been adjudicated should act to delay processing the Evaluation Report until the matter is resolved. An exception to this general rule would be when the concerned commanding officer reasonably expects the complaint will be "exonerated" or "unfounded" and the employee is then involved in promotional competition. Under this circumstance the commanding officer may complete the Performance Evaluation Report without recording the complaint in this section.

NOTE: This does not preclude the evaluator from commenting on poor judgment not amounting to misconduct that may have precipitated the complaint.

ITEM 6 — SELF-EXPLANATORY

ITEM 7 — EVALUATING SUPERVISOR

Items 1 through 7 shall be initially completed by the employee's immediate supervisor who is the Evaluating Supervisor. The evaluated employee shall have an interview with this supervisor or, if necessary, a supervisor delegated by the Evaluating Supervisor to discuss the evaluation with the employee.

ITEM 8 — GROUP EVALUATION SUPERVISORS

During the coordinated "final evaluation" group session by unit, section or division supervisors, those who supervised the employee during the evaluation period are to provide input as to the employee's performance and value, and shall then sign the evaluation report in this section.

ITEM 9 – REVIEWING SUPERVISOR

The reviewing supervisor is generally the immediate supervisor of the employee who prepared the performance evaluation.

ITEM 10 – APPROVING COMMANDING OFFICER

The approving commanding officer is the commanding officer of the employee being evaluated during the period of time for which the performance evaluation was prepared.

ITEM 11 – SUPERVISOR REVIEWING THIS EVALUATION WITH THE EMPLOYEE

This is the supervisor who presented the completed performance evaluation to the employee and discussed the contents of the report with the employee. This supervisor also reviews the Form 1.38 (Employee Record) with the employee, and after verifying the contents and updating the form if necessary, indicates in the check-box provided that this has been done.

ITEM 12 – EMPLOYEE'S COMMENTS – SELF-EXPLANATORY

ITEM 13 – EMPLOYEE'S SIGNATURE – SELF-EXPLANATORY

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

APRIL 15, 1980

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This order informs Department employees of certain additions, deletions, and revisions in The Department and Tactical Manuals.

PROCEDURE:

- I. LOW PRIORITY REPORT CALL PROCEDURE.** To increase radio car unit availability, a revised out-of-service procedure has been developed for field units assigned low priority report calls.

A low priority report call is any call broadcast as a report or investigation and *not* designated Code 2 or Code 3.

When Communications Division assigns a field unit a low priority report call, Communications Division shall continue to show the unit available for a high priority call during the time it is enroute to the call location. During this time, the unit may be assigned a higher priority call if no other unit is available. When the unit arrives at the report call location, it shall so advise Communications. A Code 6 shall *not* be broadcast. The unit will then be shown out-of-service and unavailable for calls.

NOTE: Field units should continue to use Code Zebra whenever practical (4/120.70).

This amends Section 4/120.70 of The Department Manual.

AUDIT RESPONSIBILITY: Communications Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

- II. RELEASE OF A FELONY NARCOTICS ARRESTEE'S PERSONAL PROPERTY.** To facilitate release of the personal property of felony narcotics arrestees booked at Department jails, a revised Property Release Procedure has been established. When jail personnel are requested to release items of a felony narcotics arrestee's personal property, but the request has not been approved by the concerned investigating officer, jail personnel shall:

- * Contact the arrestee and obtain his authorization to release the property.
- * Attempt to obtain telephonic approval for release *or* direction to retain the property from the assigned detective or his supervisor.
- * Contact a jail supervisor for authorization to release personal property when the assigned detective or his supervisor cannot be contacted.

When it is determined that personal property should be retained for additional investigation, the detective or supervisor making that determination shall cause the property to be immediately removed from the arrestee's personal property and booked as evidence.

NOTE: This order amends procedures for the release of a felony narcotic arrestee's *personal property* only. The procedures for release of evidence, or personal property booked to other than felony narcotics arrestees are not affected by this order.

This amends Section 4/645.23 of The Department Manual.

AUDIT RESPONSIBILITY: Jail Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

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- III. ADDITION OF "CODE SIX GEORGE" TO EXISTING RADIO BROADCAST PROCEDURES.** When an officer may need assistance in conducting an investigation concerning possible gang activity, the officer should broadcast "Code Six George" and the location. An available "Crash" or gang unit should respond, while other radio units in the vicinity should then patrol in the general direction of the location given. Officers should not ordinarily leave their assigned districts but should deploy to an advantageous position in the event that assistance is later requested. When a unit broadcasts "Code Six George" and later finds that assistance will not be needed, a "Code Four" and the location shall be given without delay.

This amends Section 4/120.40 of The Department Manual.

AUDIT RESPONSIBILITY: Communications Division will monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

- IV. THEFT NOTIFICATIONS--REVISED.** Currently, officers investigating cases of theft or burglary in which the total value of the property taken is \$1,000 or more must notify the concerned investigative unit.

In the future, the concerned investigative unit shall be notified only when the stolen property value totals \$5,000 or more.

NOTE: When the concerned investigative unit is closed and property valued at \$50,000 or more is taken, notification shall be made to Detective Headquarters Division.

This amends Section 4/248.70 of The Department Manual.

- V. FINGERPRINTING ARRESTEES.** Department arrestees booked at Los Angeles County-USC Medical Center are frequently released or transferred to courts, open wards and other county facilities, prior to being fingerprinted. Consequently, Records and Identification Division is unable to record Criminal Offender Records Information. Courts are dismissing misdemeanor cases and not issuing arrest warrants in cases where fingerprints are not available to substantiate arrestee identity. Also Records and Identification Division is now required to forward fingerprint cards to Criminal Identification and Information (CII) and the Federal Bureau of Investigation, necessitating the completion of additional cards.

When an arrestee is booked at a Department facility, the booking employee shall complete the number of Fingerprint Cards, Form FD249, required by Records and Identification Division. When an arrestee is booked at a non-Department facility, other than Sybil Brand Institute, and personnel of that facility are not available to fingerprint an arrestee, it shall be the arresting officer's responsibility to print the arrestee. The arresting officer shall print the arrestee, completing the number of Fingerprint Cards, Form FD249, required by Records and Identification Division. The completed Fingerprint Cards shall be attached to the Booking and Identification Record portion of the Los Angeles Consolidated Booking Form, Form 5.1 and forwarded to Records and Identification Division.

EXCEPTION: When an arrestee is booked at Los Angeles County-USC Medical Center and the arrestee's injuries preclude fingerprinting, the arresting officer shall notify Detective Headquarters Division and request a "photograph and print call".

NOTE: Criminal Records Section, Records and Identification Division, shall provide updated processing requirements to all concerned jail facilities on a periodic basis.

This order amends Sections 4/625.20 and 2/620.21 of The Department Manual.

AUDIT RESPONSIBILITY: Records and Identification Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

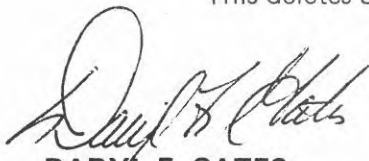
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VI. RESPONSIBILITY TO PROCESS, ISSUE AND FILE TEAR GAS WEAPON PERMITS--REVISED. Due to the recent passage of Senate Bill 1025 which modified Penal Code Sections 12403.7 and 12435, the Department is not required to determine purchaser eligibility or issue permits for self-defense tear gas weapons. Therefore, Detective Headquarters Division no longer has responsibility for:

- * Conducting investigations of applicants requesting tear gas permits, OR
- * Issuing tear gas permits.

Individual vendors are now licensed to issue tear gas permits. Also, vendors are required by law to forward tear gas permits to the concerned local law enforcement agency. Detective Headquarters Division, Gun Detail, will continue to maintain a file of issued tear gas permits.

This deletes Sections 4/768, 4/768.05 and 4/768.10 of The Department Manual.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

APRIL 22, 1980

SUBJECT: LONG-RANGE PLANNING PROCESS

PURPOSE: Anticipated changes in population, social patterns, crime rates, administration of the criminal justice system, availability of funding for police personnel and facilities, police deployment criteria, and police technology demand a futures-oriented decision-making process within the Department.

This order implements a system for purposeful long-range planning for the Department. The system will consist of a planning organization which assigns planning responsibility and addresses the need for planning time schedules. The long-range planning process will provide the means to develop programs for the future, exclusive of normal budget preparation.

Additionally, in furtherance of this Department's goal to consolidate administrative functions, the Review and Concurrence Authority (RCA) and the Training Review Authority (TRA) are deactivated.

PROCEDURE:

- I. LONG-RANGE PLANNING COMMITTEE ACTIVATED.** This order activates the Long Range Planning Committee, composed of the Department Assistant and Deputy Chiefs.
- II. LONG-RANGE PLANNING COMMITTEE RESPONSIBILITIES.** The Long Range Planning Committee is responsible for advising the Chief of Police on matters of major Department concern, to chart the Department's future strategy, to review and revise priorities and goals, and to direct a management planning system to devise long-range plans to enhance Department effectiveness.
 - A. Task Forces shall be established on an ad hoc basis at the direction of the Long Range Planning Committee to formulate specific long-range plans.
 - B. Task Force leaders (of Commander rank) shall be assigned by the Long Range Planning Committee.
- III. COMMANDING OFFICER, PLANNING AND FISCAL BUREAU RESPONSIBILITIES.** The Commanding Officer, Planning and Fiscal Bureau, shall coordinate formal planning activities within the Department including preparing agendas for meetings of the Long-Range Planning Committee and directing Task Forces (when activated) and assigned staff units.
- IV. REVIEW AND CONCURRENCE AUTHORITY (RCA) DEACTIVATED.** The functions previously assigned to the RCA are reassigned to the Long Range Planning Committee.

DISTRIBUTION "A"

SPECIAL ORDER NO. 8

APRIL 22, 1980

- V. TRAINING REVIEW AUTHORITY (TRA) DEACTIVATED.** The functions previously assigned to the TRA are reassigned to the Commanding Officer, Personnel and Training Bureau.

AMENDMENTS

This order amends Sections 2/307.01, 2/307.20 and 2/307.40 and deletes Sections 2/091.20 and 2/091.40 and adds Section 2/093.05 to The Department Manual.

A handwritten signature in dark ink, appearing to read 'Daryl F. Gates', is written over a light background.

**DARYL F. GATES
CHIEF OF POLICE**

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

APRIL 23, 1980

SUBJECT: NARCOTIC EVIDENCE SPLITS

PURPOSE: The Department is receiving an increasing number of court orders directing Property Division to release samples of narcotics evidence to private laboratories for independent analysis. It has become necessary, therefore, to establish formal guidelines to determine the validity of these court orders; to ensure against contamination of evidence; and to maintain the legal chain of continuity. This order sets forth procedures and assigns responsibilities for the acceptance and recordation of court orders, and for the preparation and release of narcotic evidence splits.

PROCEDURES: An authorized representative from a private laboratory, in possession of a court order requesting a narcotics sample from this Department, shall normally present the court order to the Property Claims Officer, Property Division, during the hours of 0830 to 1200 (3/425.10).

I. PROPERTY CLAIMS OFFICER--RESPONSIBILITIES. When presented with a court order requesting the release of a sample of a controlled substance which is of evidentiary value, the Property Claims Officer shall inspect it to determine that:

- * The court order is stamped with an official seal and filed with the concerned court, AND
- * The court order bears the signature of the issuing judge, AND
- * The court order describes the case by LAPD DR number, date of arrest, booking number, name of defendant and the name and business address of the defendant's attorney.

If the court order appears valid, the Property Claims Officer shall:

1. Immediately forward the court order to Technical Services Bureau (3/425.15).
2. Notify Records and Identification Division by telephone and provide the necessary information for the Legal Process Log (3/425.20).
3. Advise the private laboratory representative of the anticipated date and time the narcotics sample will be available.

NOTE: When the validity of the court order appears questionable, the process server shall be referred to the Commanding Officer, Technical Services Bureau, who will make the determination to accept or refuse the court order.

II. TECHNICAL SERVICES BUREAU--COMMANDING OFFICER'S RESPONSIBILITIES. Upon receiving a valid court order from the Property Claims Officer, the Commanding Officer, Technical Services Bureau, shall:

1. Authorize the release by notifying the Laboratory Liaison Detective, Narcotics Division, of the impending release of a narcotic controlled substance (3/425.15).
2. Cause the court order to be delivered to the Commanding Officer, Scientific Investigation Division.

III. NARCOTICS DIVISION--LABORATORY LIAISON DETECTIVE'S RESPONSIBILITIES. When authorized to release a sample of a narcotic controlled substance, the Laboratory Liaison Detective shall:

1. Remove the evidence package from Property Division and deliver it to a narcotics analysis chemist at Scientific Investigation Division, AND

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2. After completion of the split, deliver the narcotic split container back to the Property Claims Officer, who will release it to the Private Laboratory Representative.
3. Replace the evidence package into Property Division.

IV. SCIENTIFIC INVESTIGATION DIVISION--NARCOTICS ANALYSIS CHEMIST'S RESPONSIBILITIES. Upon receiving a Narcotic Evidence Package from the Laboratory Liaison Detective, the chemist shall:

1. Make the evidence split, AND
2. Record the following information on the court order:
 - * Type of narcotics split.
 - * Amount and weight of sample.
3. Sign and date the court order and place it inside the evidence package.
4. Reseal the evidence package.
5. Give the split and the evidence package to the Laboratory Liaison Detective.

NOTE: When the Scientific Investigation Division chemist determines that the concerned narcotic has not previously been analyzed, he shall, in all cases, conduct his routine analysis prior to any narcotic splitting. If, after the standard analysis, there is not sufficient narcotics remaining to provide a sample, the concerned private laboratory will be so notified by the Property Claims Officer.

AMENDMENTS:

✓
This adds Section 4/560.05 to The Department Manual.

AUDIT RESPONSIBILITY:

Technical Services Bureau shall monitor compliance with this directive, in accordance with the provisions of Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

MAY 6, 1980

SUBJECT: COMPLIANCE WITH CITY ATTORNEY'S QUESTIONNAIRES

PURPOSE: Several Municipal Court judges, the City Attorney's Office, and the Public Defender have expressed concern regarding the timely return of City Attorney's Discovery Questionnaires. These questionnaires have the same requirement for completion as criminal court subpoenas. To ensure the prompt return of the City Attorney's Discovery Questionnaire to the City Attorney and to preclude the possibility of dismissal of misdemeanor cases for non-compliance, the following procedures are established.

PROCEDURE:

I. RECEIPT OF DISCOVERY QUESTIONNAIRES--AREA/DIVISION SUBPOENA CONTROL OFFICER'S RESPONSIBILITIES.

- A. Upon receipt of a City Attorney's Discovery Questionnaire from the City Attorney Investigative Detail, Detective Headquarters Division, the Subpoena Control Officer shall:
 - 1. Log the questionnaire in the Officer Subpoena Record, Form 15.29 by entering:
 - * The City Attorney's due date,
 - * The case number,
 - * The officer's name.
 - 2. Give the questionnaire to the concerned officer's supervisor *without delay*.
- B. Upon receipt of the completed questionnaire from the concerned officer's supervisor, the Subpoena Control Officer shall:
 - 1. Record the date of return in the Officer Subpoena Record, Form 15.29,
 - 2. Immediately return the questionnaire to the City Attorney Investigative Detail, Detective Headquarters Division.

II. DISCOVERY QUESTIONNAIRE SERVICE--SUPERVISOR'S RESPONSIBILITIES.

- A. A supervisor, upon receiving a City Attorney's Discovery Questionnaire from the Subpoena Control Officer, shall:
 - 1. Serve the questionnaire during the concerned officer's next regularly scheduled tour of duty,
 - 2. Record the date served and initial the Officer Subpoena Record, Form 15.29, AND
 - 3. Ensure that the concerned officer initials the Officer Subpoena Record, Form 15.29, signifying that service has been made.

NOTE: If an officer named on a City Attorney's Discovery Questionnaire is scheduled to be off duty for a period of time extending beyond the City Attorney's due date, the supervisor shall initial the questionnaire and indicate the date the officer is scheduled to return. The questionnaire shall then be *immediately* returned to the Subpoena Control Officer who shall forward it *without delay* to Detective Headquarters Division.

DISTRIBUTION "A"

MAY 6, 1980

- B. The supervisor serving the City Attorney's Discovery Questionnaire shall:
1. Ensure that the questionnaire is returned directly to him upon completion,
 2. Examine the questionnaire for completeness, AND
 3. Return the completed questionnaire to the Subpoena Control Officer.

III. DISCOVERY QUESTIONNAIRE RESPONSE--OFFICER'S RESPONSIBILITIES.

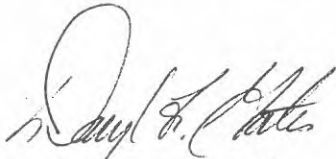
- A. When served with a City Attorney Discovery Questionnaire by a supervisor, the concerned officer shall:
1. Initial the Officer Subpoena Record, Form 15.29, AND
 2. Complete the questionnaire immediately.
- B. The concerned officer shall return the completed questionnaire to the serving supervisor.

AMENDMENTS:

This order amends Section 3/210.10, 3/210.20 and 3/210.45 of The Department Manual.

AUDIT RESPONSIBILITY:

Detective Headquarters Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.



**DARYL F. GATES
CHIEF OF POLICE**

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

MAY 13, 1980

SUBJECT: BUSINESS CARDS

PURPOSE: The Board of Police Commissioners recently directed the Department to establish procedures for officers to provide official Department business cards to any person detained by a member of this Department when such person is subsequently released without being booked or cited. Additionally, this order also sets forth procedures for the return of a person who has not been booked or cited to the location where he or she was originally detained.

The Los Angeles Police Department has for many years used Department business cards for a variety of official purposes. Plainclothes officers use these cards when conducting criminal investigations or community relations activities. All authorized members of the Department use business cards as necessary to help conduct Department activities with members of the public. By providing identifying Department business cards, the Department participates in openness and honesty with the public and can make it possible for people to come to us with problems and information in an atmosphere of trust.

PROCEDURES:

- I. When any person detained by this Department is released without being booked or cited, the detaining officer shall explain the reason for the detention. Before the person is released, the officer shall provide him or her with an official Department business card bearing the officer's name and division of assignment.

NOTE: For the purpose of this order, only a detention which includes circumstances involving *removal from the scene of initial contact or a detention for a significant time period* will require compliance. Routine stops of short duration, such as most field interviews, will not require compliance. When an officer is uncertain about the necessity for compliance, the officer shall issue the completed business card.

*Department members shall provide a completed business card to any person contacted during the performance of his official duties, upon request.

- II. When a person transported from the scene of original detention is to be released without being booked or cited, the detaining officer, with supervisory approval shall provide for the return of the person to the place of original detention.

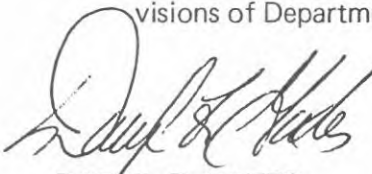
NOTE: Under compelling circumstances a supervisor may advise the detaining officer to release the person without returning him to the place of original detention. (Examples of circumstances justifying this action could include: return of a violent suspect to the scene of a hostile incident, return to the scene of a suspect who previously threatened physical violence to persons remaining at the scene, etc.)

AMENDMENTS:

This order adds Sections 4/215.51 and 4/269.1 to The Department Manual.

AUDIT RESPONSIBILITY:

Internal Affairs Division will monitor compliance with this directive, in accordance with provisions of Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

JUNE 19, 1980

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

- I. OBTAINING DR NUMBERS FOR ENDANGERED CHILDREN.** Special Order No. 19 of 1979 established procedures for reporting incidents of child abuse and child endangering. However, recent problems in data gathering have indicated a need for clarification.

Whenever officers encounter children who have become endangered due to the physical abuse or sexual abuse of another child or children in the same family, they shall:

- * Complete one crime report.
- * Obtain a separate DR number for *each physically and/or sexually abused child*.
- * Obtain one DR number for *all remaining endangered children*.

Multiple victims may be listed in the narrative section of the report.

This amends Sections 4/218.51 and 5/3.1E of The Department Manual.

AUDIT RESPONSIBILITY: Automated Information Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

- II. POLICE STAR--AMENDED CRITERIA.** The scope of activities which may qualify employees for the Police Star has been expanded. Henceforth, the Police Star *may* be awarded to employees who distinguish themselves by performing in stressful situations with exceptional tactics and/or judgement. Conspicuous bravery is no longer a required element for the award.

This order amends Section 3/756.05 of The Department Manual.

- III. DEPLOYMENT INFORMATION TO COMMUNICATIONS DIVISION--REVISED PROCEDURE AND FORMS.** The watch commander of the watch coming on duty shall ensure that deployment information is transmitted to Communications Division (and to Valley Section for Valley divisions) on the appropriate Deployment Teletype Format no later than thirty minutes prior to clearance time.

The Deployment Teletype Format, Form 15.26.1, is revised, and the Deployment Teletype Format (Traffic), Form 15.26.2, is activated to ensure that deployment information is complete and uniform.

- * Z Units listed shall be followed by the designation (PC) if plainclothes and (NA) if not available for emergency calls.
- * Special dispatch instructions shall be included in the space provided by checking the boxes and entering information as appropriate.

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These forms are available at Supply Division and shall be ordered and placed in use without delay. Upon their receipt, return present stock to Supply Division, bundled and marked, "Obsolete-Destroy." Form 15.26.2 has been assigned Stock No. 0337 382, Unit of Issue P-100.

This amends Sections 3/224.10, 4/175.40, and 5/15.26.1, and adds Section 5/15.26.2 to The Department Manual.

AUDIT RESPONSIBILITY: Communications Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

- IV. DENTAL RECORDS IN MISSING PERSON INVESTIGATIONS.** When conducting a missing person investigation that extends thirty days past the reporting date, the assigned detective shall mail a Department of Justice Dental Release Form (DOJ Form DLE140) to the family member who reported the person missing. If the dental records are not submitted to the concerned detective within 10 days, or if there is no family member willing or able to secure the dental records, and the dental records would aid in the investigation, the detective shall complete a Declaration for Release of Dental Records (Temp. No. 209) in triplicate, deliver a copy to the dentist, and obtain the records.

NOTE: If the dentist requests payment for the records, he shall be directed to bill the Los Angeles Police Department by forwarding the bill to the investigating division. The assigned detective's immediate supervisor shall verify that the records have been received and sign the Declaration for Release Form. One copy of the form, attached to the dental bill, shall be forwarded to the Police Accountant, Room 500, Parker Center, for processing.

When a detective has obtained the missing person's dental records, he shall so indicate on the Missing Person Investigation, Form 3.16, forward a copy of the Form 3.16 and the original of the dental records to the Department of Justice (DOJ), and maintain the original Declaration for Release Form and a copy of the dental records in the detective's case package.

If the missing person has not been located within forty-five days from the date of the original report, and dental records have not been obtained, the assigned detective shall so indicate on the Missing Person Investigation, Form 3.16, and forward a copy to DOJ.

DOJ shall be notified by the concerned detective via teletype, United States Mail, or telephonically, (916) 445-7546, when a missing person has been found.

The Missing Person Investigation, Form 3.16, and the Missing Person Field Book Divider, Form 18.37.0, have been revised to aid compliance with this requirement, and to update other information.

This adds Section 4/712 and amends Sections 4/257.20 and 5/3.16 of The Department Manual.

AUDIT RESPONSIBILITY: Evaluation and Administration Section, Office of Operations, shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

- V. TRAFFIC OFFICER'S DAILY FIELD ACTIVITIES REPORT-ACTIVATED.** The Traffic Officer's Daily Field Activities Report, Form 15.52.5, is activated for use by civilian traffic officers to report daily activities. This form shall be used as directed by supervisors and eliminates the use of the patrol or traffic Daily Field Activities Report by civilian traffic officers.

The new forms are available at Supply Division - Coin No. 15.52.5, Class Code 38P, Stock No. 0338 494, Unit of Issue P100.

This order adds Section 5/15.52.5 to The Department Manual.

- VI. UNIFORMED CIVILIAN EMPLOYEE SERVICE STRIPES.** Civilian uniformed employees who have been honorably retired from sworn service with the Department may now wear service stripes indicating the total number of years of sworn service and service as a civilian employee.

The provisions for wearing service stripes by active sworn officers are not changed by this order.

This order amends Section 3/638.10 of The Department Manual.

- VII. DISCIPLINARY ACTION--REVISED.** Department procedures outlining due process rights for permanent civil service employees accused of serious acts of misconduct are contained in Special Order No. 4 of February 1, 1977. A recent review of these procedures has resulted in a new interpretation of the provision which allows the employee to review the investigative material.

A commanding officer is currently responsible for administering the Notice of Proposed Disciplinary Action, Form 1.88, to an employee in cases of serious misconduct. As part of that process, the accused employee's commanding officer shall now *give* the employee a copy of all investigative material upon which the proposed disciplinary action is based, unless the employee waives his right to receive the material.

This amends Section 3/820.12 of The Department Manual.

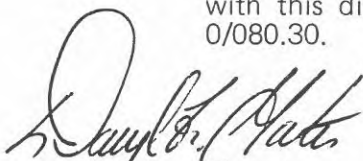
AUDIT RESPONSIBILITY: Employee Relations Administrator shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

- VIII. DISCONTINUANCE OF FIVE FINGERPRINT CLASSIFICATION FILE.** Due to the inception of the State Department of Justice's Automated Latent Print System (ALPS), the Five Fingerprint Classification File maintained by Latent Prints Section, Scientific Investigation Division, is eliminated.

The use of the Five Fingerprint Classification Card, Form 5.6 (Coin No. 05.06.0) is discontinued. When a person is booked for burglary or rape, the booking employee shall no longer complete a Five Fingerprint Classification Card.

This order deletes Manual Sections 4/625.27 and 5/5.6 from The Department Manual.

AUDIT RESPONSIBILITY: Scientific Investigation Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

JUNE 24, 1980

SUBJECT: BUSINESS CARDS

PURPOSE: The Board of Police Commissioners has ordered the Chief of Police to revise the policy regarding the dissemination of official Department business cards. This directive supersedes Special Order No. 11, May 13, 1980. As directed by the Board of Police Commissioners, the procedure for issuing business cards has been revised as follows.

PROCEDURES:

- I. When any person detained by this Department is released without being booked or cited, the detaining officer shall explain the reason for the detention. Before the person is released, the officer shall provide him or her with an official Department business card bearing the officer's name and division of assignment.

During the performance of official duties, Department members shall provide a business card to any person upon request, providing the action does not interfere with the officer's performance of his duty.

- II. When a person transported from the scene of original detention is to be released without being booked or cited, the detaining officer, with supervisory approval shall provide for the return of the person to the place of original detention.

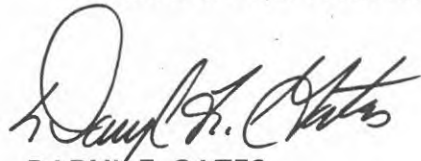
NOTE: Under compelling circumstances a supervisor may advise the detaining officer to release the person without returning him to the place of original detention. (Examples of circumstances justifying this action could include: return of a violent suspect to the scene of a hostile incident, return to the scene of a suspect who previously threatened physical violence to persons remaining at the scene, etc.)

AMENDMENTS:

This order adds Sections 4/217.51 and 4/296.01 to The Department Manual.

AUDIT RESPONSIBILITY:

Internal Affairs Division will monitor compliance with this directive, in accordance with provisions of Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

JULY 2, 1980

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This order informs Department employees of certain additions, deletions, and revisions in The Department and Tactical Manuals.

PROCEDURE:

I. ATTEMPT GRAND THEFT AUTO (GTA) REPORTING--REVISED PROCEDURE.

Employees obtaining a DR number for an Attempt GTA are no longer required to provide both *stolen* and *recovery* information to the Vehicle Information Processing Unit (VIPU), Records and Identification Division. The employee shall emphasize that the crime was an attempt and provide stolen information only to VIPU.

NOTE:

- * GTA is classified as an attempt if the ignition is "punched," "hot-wired," or otherwise bypassed **AND** the vehicle has not been moved. If the vehicle has been moved, the crime is GTA, not Attempt GTA.
- * The written report of Attempt GTA (Vehicle Investigation, Form 3.7) shall still contain stolen and recovered information, but a File Control Number (FCN) is not obtained for this report.
- * If the crime is GTA, both stolen and recovery information shall be provided to VIPU when events are on the same report. A FCN is obtained for this report.

This amends Section 4/220.30 of The Department Manual.

AUDIT RESPONSIBILITY: Records and Identification Division shall monitor compliance with this directive, in accordance with the provisions of Manual Section 0/080.30.

II. REVISED SCHEDULE OF RATINGS--LIEUTENANTS. Lieutenants shall be rated on a semi-annual basis during April and October. Lieutenants who have not received a Performance Evaluation Report, Form 1.33, between October 1, 1979, and March 31, 1980, shall be rated immediately.

The Performance Evaluation Report shall be completed for a lieutenant:

- * Monthly during the probationary period following promotion to this class (Probationary);
- * Upon formal transfer to another assignment in the same class position when no other evaluation has been completed within 90 days prior to such transfer (Transfer); and,
- * At any time the officer's performance indicates the need for a reviewed evaluation (Special).

This order amends Section 3/760.20 and 3/760.40 of The Department Manual.

AUDIT RESPONSIBILITY: Personnel Division will monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

DISTRIBUTION "A"

JULY 2, 1980

- III. CASE REFERRAL PROCEDURE--AMENDED.** Recent passage of Senate Bill 1236, the "Rob a Home-Go to Jail" law, denies probation to any person convicted of a felony burglary committed in the daytime or nighttime of an inhabited dwelling, except in unusual cases where the interests of justice would best be served by the granting of probation. Effective immediately, the Manual procedure for 17(B)4 P.C. referral of certain felony cases to the City Attorney's Office shall *not* be used for residential burglary cases. When a complaint is sought for a residential burglary case, the assigned investigator shall first present it to the District Attorney's Office for consideration of a felony filing.

This order amends Section 4/720.36 of The Department Manual.

- IV. REORGANIZATION OF THE OFFICE OF SPECIAL SERVICES.** Section II of Special Order No. 4, February 20, 1980, titled Reorganization of the Office of Special Services, modified the organizational structure of the Department so that the Chief of Police and the Director, Office of Special Services, each exercise command over the following divisions:

- * Narcotics Division
- * Administrative Vice Division
- * Internal Affairs Division
- * Organized Crime Intelligence Division
- * Public Disorder Intelligence Division

This modification allows personnel assigned to these divisions direct access to the Chief of Police should the necessity arise during the course of their duties. However, personnel within the Office of Special Services including those in the Bureau of Special Investigation shall utilize their regular chain of command unless there are special circumstances which would warrant the personal attention of the Chief of Police.

This amends Sections 2/208. and 2/708. of The Department Manual.

- V. TELEPHONIC SEARCH WARRANT PROCEDURES--REVISED.** Review of the Procedures for completion of the telephonic search warrant revealed the need for modification. An officer now requesting a telephonic search warrant shall, upon the approval of the magistrate, include the date and time of approval on the duplicate original warrant.

An officer's failure to properly complete this information may invalidate the warrant in subsequent court proceedings.

This order amends Section 4/203.60 of The Department Manual.

- VI. CONSOLIDATION OF VAN NUYS AREA JAIL.** The current jail operation at Van Nuys Geographic Area accounts for a substantial percentage of the total bookings made by Area jails City-wide. The Van Nuys Area Field Services Division Commanding Officer oversees the jail section in addition to other duties. The magnitude of the Van Nuys Area jail function requires full-time attention by a commanding officer with exclusive administrative responsibility for a large-scale jail operation. This order consolidates Van Nuys Area Jail with Jail Division and ensures unified command of the two major jail operations within the City system.

JULY 2, 1980

The jail operation at Van Nuys Geographic Area is redesignated "Jail Division-Valley Jail Section". The Commanding Officer, Jail Division, shall exercise line command over the operation of the Valley Jail Section. Valley Jail Section shall be responsible for all duties assigned to the Van Nuys Area Jail. The jail function is deleted from those responsibilities assigned to the Field Services Division, Van Nuys Geographic Area.

The correspondence reference number for Valley Jail Section shall be 10.6.1.

This order adds Sections 2/641., 2/641.01 and amends Sections 2/640.08, 2/640.50, 2/640.51, 2/640.53, 2/1124.01, 4/216.02, 4/240.10, 4/264.15, 4/343.38, 4/343.42, 4/604.17, 4/604.18, 4/604.19, 4/625.35, 4/635.10, 4/645.20, 4/648.10, 4/675.22, 4/680.20, 4/720.75, 4/775.20, 5/080.96, and 5/5.10 of The Department Manual.

- VII. AFFIRMATIVE ACTION POLICY--REVISED.** As a Department of the City of Los Angeles, the Los Angeles Police Department conducts its affirmative action efforts in accordance with the City's directives and City Council resolutions. As a participant in the Federal Crime Control Program, the Department observes the civil rights compliance provisions of the Crime Control Act of 1976.

It is the Department's policy and practice that all efforts to achieve the goals of the Department's Affirmative Action Plan shall be consistent with the merit principle, that principle which states that recruitment, selection, assignment, evaluation, training, compensation, promotion, discipline, discharge, and other personnel actions will be based on uniformly applied criteria of relative fitness to perform duties of the position sought or held.

It is also the Department's policy and practice that all reasonable positive efforts will be made to achieve a work force which, at all levels, reflects parity with the sex/ethnic make-up of the City's civilian labor force. Efforts to achieve these goals include conducting outreach recruitment for entry-level hiring, civil service promotion, and paygrade advancement.

Affirmative action objectives should be considered whenever a supervisor, staff, or command officer is involved in any phase of the promotional or advancement selection process and two or more candidates for a position are equally qualified. Furthermore, affirmative action goal attainment should be considered when selecting employees for positions which provide training or work experience which will enhance the employee's promotional or advancement opportunities.

The Board of Police Commissioners and the Chief of Police expect and support vigorous efforts by all Department employees in continuing and improving the affirmative action described in the Department's Affirmative Action Plan.

This amends Section 1/800. of The Department Manual.


- VIII. PROPERTY REPORT FORM AND PROCEDURES--REVISED.** The Property Report, Form 10.1, is revised to add information relative to the issuance of Receipt For Property Taken Into Custody, Form 10.10, to add a space to record the results of preliminary drug testing, and to delete the requirement to enter the Booking Record Page Number. Completion instructions printed on the form have been updated to conform to current Manual requirements and have been moved to the reverse side. Other minor changes have been made to improve the efficiency of the report.

JULY 2, 1980

Distribution has been revised to require only one copy of evidence reports for Property Division. (A second copy is still required for narcotics or firearms.) Extra copy distribution is revised to require one copy for Property Division, attached to the evidence, when blood or urine is booked within Operations-Valley Bureau. Property Report Index cards are no longer required by Property Division.

The present supply of Property Reports shall be used until depleted.

This amends Section 5/10.1 of The Department Manual.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

JULY 2, 1980

SUBJECT: CIVILIAN HOLIDAY POLICY

PURPOSE: Recently the Los Angeles City Council adopted ordinances which provide the same holidays for non-represented civilian employees as were negotiated by the bargaining units for represented civilian employees.

PROCEDURE:

All civilian employees, except crossing guards, shall receive the following holidays:

- * New Year's Day (January 1)
- * Washington's Birthday (Third Monday in February)
- * Memorial Day (Last Monday in May)
- * Independence Day (July 4)
- * Labor Day (First Monday in September)
- * Columbus Day (Second Monday in October)
- * Veterans Day (November 11)
- * Thanksgiving Day (Fourth Thursday in November)
- * Christmas Day (December 25)
- * The last four hours of an employee's scheduled work shift on the last working day preceding Christmas Day.
- * Any day or portion thereof declared to be a holiday by proclamation of the Mayor, with the concurrence of the Council by resolution.
- * One floating holiday (effective calendar year 1980). The floating holiday shall be any day selected by the employee subject to the operating needs of the Department. The floating holiday must be taken within the calendar year earned.

NOTE: Employees must have more than six months of City service to receive the floating holiday.

The floating holiday must be taken in one full normal working day or eight (8) hours during the calendar year in which it is credited or it shall be waived.

The abbreviation FH (Floating Holiday) shall be used in marking the Official Divisional Time Book, Form 15.30.1

When any below listed holiday falls on a Sunday, it shall be observed on the following Monday. Should the holiday fall on a Saturday, it shall be observed on the preceding Friday.

- * New Year's Day
- * Independence Day
- * Veterans Day
- * Christmas Day

Lincoln's Birthday and Admission Day have been eliminated as holidays. The day after Thanksgiving, and the floating holiday have been substituted in lieu of Lincoln's Birthday and Admission Day.

AMENDMENTS:

This order amends Sections 3/703.60 and 3/705.40 of the Department Manual.


DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

AUGUST 4, 1980

SUBJECT: COMPLETION OF THE PROBATIONARY POLICE OFFICER EVALUATION REPORT, FORM 1.78.1 - REVISED

PURPOSE: Current procedures require completion of a Probationary Police Officer Evaluation Report, Form 1.78.1 at the conclusion of each deployment period during which the officer rated is on probation.

In order to ensure more accurate and timely reporting of probationary police officer development, certain changes in the completion rate of the Probationary Police Officer Evaluation Report, Form 1.78.1 have been made.

PROCEDURE: Probationary police officers shall now be rated *weekly* during the first twelve weeks following graduation from the Police Academy on the Form 1.78.1.

NOTE: During the first twelve weeks of the probationary period, each four consecutive weekly Probationary Police Officer Evaluation Reports shall be attached and considered as one regular evaluation per Section 3/760.40. Probationary Police Officer Evaluation Reports shall be completed in the regular manner following the first twelve week period.

Only *actual observed performance* shall be evaluated. Field training officers and supervisors are not obligated to rate every function delineated on the Probationary Police Officer Evaluation Report, Form 1.78.1. Appropriate comment sections on the Form 1.78.1 *shall* be completed to explain the numerical ratings given for each function rated.

AMENDMENTS: This amends Section 3/760.40 of The Department Manual.

AUDIT RESPONSIBILITY: Personnel Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.



MARVIN D. IANNONE, Assistant Chief
ACTING CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

SEPTEMBER 4, 1980

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

- I. RESPONSE TO CIVIL DISPUTES—REVISED.** The Police Commission has modified the Department's Civil Dispute Intervention Policy to specify more clearly under what circumstances and in what manner police officers will respond to the scene of civil disputes.

POLICY: The presence of police officers at the scene of a civil dispute can have an intimidating effect upon unsophisticated persons and is a tactic often employed by individuals and establishments seeking to avoid the more cumbersome civil process. The presence of officers at such scenes is primarily to preserve the peace and to prevent a crime from occurring. Officers shall not become unnecessarily involved in civil disputes.

It is the policy of the Los Angeles Police Department to dispatch a police unit to a civil dispute only in those cases where a crime has been reported or when it appears necessary to prevent criminal activity. Involvement by members of this Department shall be limited to preventing criminal activity and encouraging all parties to pursue appropriate civil remedies. Officers shall scrupulously avoid taking sides in any civil dispute or giving the appearance that this may be the case. Exceptions may be made in the event of a request for assistance by a governmental agency whose responsibilities include executing civil processes.

This amends Section 1/524 of The Department Manual.

- II. INVESTIGATIVE PROCEDURES—REVISED.** To incorporate Office of Operations Order number 8, dated March 4, 1980, into the Department Manual, certain existing procedures relating to follow-up and booking advice have been amended.

- A. Follow-up Investigation, Form 3.14—Felony Complaint Format.** Prior to seeking a felony complaint, the responsible investigator shall complete the felony complaint format section of the Follow-up Investigation, Form 3.14, and cause it to be reviewed by a supervisor.

EXCEPTION: The felony complaint format shall not be completed in the following cases:

- * All information required by the felony complaint format is contained in the original reports, and/or is not applicable to the case.
- * A Form 3.14 is not otherwise necessary.

- B. Follow-up Investigation, Form 3.14—Death Investigations.** When a death investigation is classified as other than a homicide, the investigator responsible for the follow-up investigation shall, within 30 days following the initial death report, complete a Follow-up Report, Form 3.14, or when appropriate, a Traffic Accident Status Report, Form 4.16.

EXCEPTION: The Follow-up Investigation Report, Form 3.14 is not required within 30 days when the preliminary investigation reveals that death was due to natural causes unless subsequent information changes the classification or cause of death, or when a detective supervisor determines a need for further investigation.

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SEPTEMBER 4, 1980

- C. **Adult Felony Bookings—Advice/Approval Procedures.** Advice on felony bookings shall, whenever possible, be obtained from the concerned detective unit or division.

Exception: Booking advice for adult felony traffic and ADW with a vehicle arrests shall be obtained from a supervisor from the concerned Operation's Bureau Traffic Division.

The Detective or supervisor providing booking advice shall:

- * Provide the requesting officer with a completed Booking Recommendation, Form 12.31, when applicable.
- * Review all related reports for required content and place his initials and serial number at the conclusion of the narrative portion of each report.

NOTE: The reviewed reports shall be submitted to a uniformed supervisor for approval. When concerned investigative personnel are not available, booking advice shall be obtained from a geographic Area supervisor.

This amends Sections 4/216.10, 4/216.12, 4/709.10, 5/030.60, and 5/3.14-12 of The Department Manual.

AUDIT RESPONSIBILITY: Each Operations Bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

III. **STATE NOTIFICATION OF ON-DUTY TRAFFIC ACCIDENTS.** To ensure that an officer is not penalized by his private insurance carrier for an on-duty traffic accident, this order establishes procedures for reporting additional information necessary for Department of Motor Vehicles (DMV) records.

- A. **On-duty Officer Involved in a Traffic Accident.** When an on-duty peace officer operating an authorized emergency vehicle is involved in a traffic accident, the investigating officer shall complete the "Special Conditions" box, Traffic Accident Report, Form 4.1, by including the following information:

- * The officer's vehicle involvement number, i.e., V-1, V-2 and
- * The words "on-duty, Emergency Vehicle".

- B. **Supervisor Responsibility:** The supervisor approving an on-duty, peace officer-involved traffic accident report shall ensure that the information in the Special Conditions box is completed prior to approving the report.

NOTE: For the purposes of reporting, an Authorized Emergency Vehicle is any vehicle owned by the City and operated by an on-duty peace officer of this Department, in performance of his duty.

This order amends Section 4/440.25 of The Department Manual.

AUDIT RESPONSIBILITY: Accident Investigation Follow-up Section of each traffic division shall monitor compliance with this directive in accordance with Section 0/080.30 of The Department Manual.

SEPTEMBER 4, 1980

- IV. **DRIVING UNDER THE INFLUENCE (DUI) ARREST REPORTS DISTRIBUTION—REVISED.** To ensure that a driver's refusal to submit to a chemical sobriety test is reported to the California Department of Motor Vehicles, the distribution of driving-under-the-influence (DUI) arrest reports documenting the refusal is revised.

When a DUI arrestee refuses to submit to a chemical test, the arresting officer shall mark the left margin of the related DUI arrest report, "Copy to Bureau Traffic Division Auditor." Area/division records unit personnel shall ensure that arrest reports so marked are forwarded to the appropriate bureau traffic division.

Upon receipt of a DUI report documenting a refusal, the concerned bureau traffic division auditor shall forward a copy of the arrest report to the Division of Drivers Licenses, Department of Motor Vehicles.

This order amends Section 4/343.50 and 5/5.2.5-80 of The Department Manual.

AUDIT RESPONSIBILITY: Traffic Coordination Section shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- V. **ADDRESS AND PHONE NUMBER RECORD, FORM 1.20—REVISED COMPLETION AND DISTRIBUTION.** The completion of this form is revised to require that the entire card be filled out, regardless of whether transferring to a new division or changing information. Distribution is revised as follows.


Distribution—When reporting a change of information.

- 1 - Signed handwritten or typed original, Personnel Records Unit, Personnel Division.

Extra copies as required by the employee's division of assignment.

Distribution—When transferring or temporarily assigned to a new division - As required by the employee's new division of assignment. (Personnel Division does *not* require a copy in this instance).

This amends Section 5/1.20 of The Department Manual.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

SEPTEMBER 5, 1980

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

- I. REVISED DISTRIBUTION OF UNDOCUMENTED ALIEN ARREST REPORTS TO DETECTIVE HEADQUARTERS DIVISION.** Special Order No. 40 of 1979 required that a copy of each arrest report involving an undocumented alien arrestee be distributed to Detective Headquarters Division (DHD) for forwarding to the Immigration and Naturalization Service (INS). A recent audit of procedures for notifying the INS of arrests of undocumented aliens revealed that the delivery of arrest reports is unnecessary. Therefore, the extra copy distribution of these reports to DHD is eliminated.

When an undocumented alien is booked for multiple misdemeanor offenses, a high grade misdemeanor or a felony offense, the arresting officer shall telephonically notify Detective Headquarters Division of the arrest and of circumstances of the incident.

The requirement that DHD notify INS of the arrest via teletype is not affected by this order.

This order amends Sections 4/264.50, 4/264.53 and 5/5.2-86 of The Department Manual.

- II. FLEET CONTROL UNIT--ACTIVATED.** The need for efficient allocation of vehicle resources was described in a recent Management Task Force report. This order activates the Fleet Control Unit (FCU), Technical Services Bureau, which has the responsibility to administer the distribution and control of the Department's fleet.

A. Fleet Control Unit--Activated. The Fleet Control Unit is activated. The FCU is under the line command of the Assistant Commanding Officer, Technical Services Bureau.

B. Fleet Control Unit--Responsibility. The FCU shall assume responsibility for allocating the Department's fleet. The FCU shall also assume responsibility for:

- * Coordinating budget requests for additional vehicles.
- * Conducting audits of vehicle use.
- * Maintaining liaison with each Office in matters regarding the Department's fleet.
- * Producing a vehicle transfer list as needed. The FCU shall be responsible for establishing procedures for publication of a vehicle transfer list.

C. Correspondence Reference Number. The correspondence reference number for the Fleet Control Unit is 1.10.

This order adds section 2/610.08, amends section 2/064, 2/307.60, 2/610.03, 2/660.01, 2/660.11 and deletes sections 2/307.61 and 2/307.62 of The Department Manual.

Audit Responsibility: Technical Services Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

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- III. **11550 H&S (HYPE) SCHEMATICS—COMPLETION.** To provide Narcotics Division flexibility for more effective deployment of Field Enforcement Section personnel, the hours which Field Enforcement Section personnel are available for completing 11550 H&S (hype) schematics is modified as follows:

The Field Enforcement Sections, Narcotics Division, are responsible for providing court-qualified narcotics experts to concerned Operations Bureau Field Services Divisions for 11550 Health and Safety Code (hype) schematics, when requested, between 0800 and 2000 hours, Monday through Friday.

Appropriate amendments to the Department Manual will be made at a later date.

- IV. **OFFICIAL TRAVEL BY DEPARTMENT EMPLOYEE—REVISED.** To ensure prompt review, this order provides for bureau approval of travel in response to a subpoena from a judicial or legislative body outside of Los Angeles County, when that body is financing the travel.

When an employee of the Department is subpoenaed by an out-of-county judicial or legislative body *and* the travel expenses are paid for by that entity, requests for travel shall be forwarded through channels to the concerned officer's bureau commanding officer for approval. Upon approval, the bureau commanding officer shall forward the approved request to Fiscal Operations Division.

NOTE: The financing of such travel shall not create obligations between the City or the Department and the financing agency.

This order amends Section 3/390.49 of The Department Manual.

- V. **REVISED DISTRIBUTION OF TRAFFIC ACCIDENT REPORT, FORMS 4.1 AND 4.2.** In the past, traffic division report auditors have forwarded two audited copies of Traffic Accident Reports, Forms 4.1 and 4.2, to Automated Information Division (AID) where a DR number audit was completed. Procedures are now revised to transfer the DR number audit function to the respective traffic division and eliminate AID from the report distribution.

Each weekday morning, AID will forward two copies of the Traffic DR Issuance Report to each traffic division. Upon confirming that every traffic accident report is accounted for, traffic divisions shall make the following distribution:

- * One copy of each traffic accident report, including private property and station reports, attached to one copy of the DR Issuance Report to:

Department of Transportation
Accident Records Unit
Room 1003, City Hall

- * One copy of each traffic accident report, excluding private property and station reports, to:

California Highway Patrol
Data Processing Section
2555 First Street
Sacramento, California 95818

This order amends Section 5/4.1-80 of The Department Manual.

Audit Responsibility: Automated Information Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

SEPTEMBER 5, 1980

VI. MERIT PAY REVIEW BOARD—REVISED COMPOSITION. The composition of the Merit Pay Review Board for lieutenants and below has been modified from the presently required seven deputy chiefs to three.

Responsibilities: The Merit Pay Review Board shall be responsible for the authority to withhold the fifth pay step of lieutenants and below and to remove or reduce any merit pay step.

Membership: The board shall consist of three deputy chiefs for hearings concerning lieutenants and below.

Reviewing Officer: The Director, Office of Administrative Services, is the Reviewing Officer for all matters within the jurisdiction of the Merit Pay Review Board.

This amends Section 2/092.60 of The Department Manual.

Audit Responsibility: Personnel and Training Bureau shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/80.30.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

SEPTEMBER 19, 1980

SUBJECT: DR NUMBER ISSUANCE

PURPOSE: The following Division of Records (DR) number issuance procedures have been established to incorporate modifications required by the implementation of the Automated DR Issuance System (ADRS).

PROCEDURE:

I. DR NUMBERS—RECORDS AND IDENTIFICATION DIVISION RESPONSIBILITY. The Crime and Miscellaneous Reports Section, Records and Identification (R&I) Division, shall be responsible for:

- * Initiating the use of a new series of DR numbers on the first day of January of each year;
- * Maintaining a register of DR numbers assigned to geographic Areas for manual issuance and DR numbers allocated for vice, narcotic and juvenile narcotic classifications.

II. DR NUMBERS—EMPLOYEE RESPONSIBILITY FOR OBTAINING. Each Department employee completing a report requiring the use of a DR number shall secure and record that number upon the report and any related report.

EXCEPTION: When a DR number cannot be expediently obtained through ADRS, a manually issued DR number may be issued by the concerned geographic Area records unit. Personnel of the concerned geographic Area records unit may issue a manual DR number without prior authorization from the Crime and Miscellaneous Report Section, R&I Division, for the purpose of processing immediate bail outs and property reports only. The manual issuance of DR numbers for any other reason requires the specific approval of the Crime and Miscellaneous Reports Section supervisor. Geographic Area records unit personnel shall enter all manually issued DR numbers and related information into ADRS prior to forwarding the reports to R&I Division.

If the situation does not involve an arrest, multiple DRs, or the need for the services of Scientific Investigation Division, a supervisor may, at his discretion, approve a completed report without an assigned DR number. In such cases, personnel of the concerned geographic Area records unit shall be responsible for obtaining a DR number and recording that number upon the report and any related report.

III. LOCATION FOR OBTAINING A DR NUMBER.

- A. **Miscellaneous and Traffic DRs.** Miscellaneous and Traffic DRs are obtained through ADRS from the records unit of the geographic Area or division in which the original report is submitted for distribution.
- B. **Vehicle, Vice, and Narcotics DRs.** Vehicle, vice, and narcotics DRs are obtained from the Crime and Miscellaneous Reports Section, R&I Division.
- C. **Missing Persons DRs.** Missing Person Investigations, Form 3.16, shall be assigned a Miscellaneous DR number. The Miscellaneous DR number shall be obtained through ADRS from the records unit of the geographic Area in which the original report is submitted for distribution. Prior to obtaining a Miscellaneous DR number for a Missing Person Investigation, the reporting employee shall secure authorization to do so from the Missing Persons Detail, Detective Headquarters Division (DHD). The name and serial number of the Missing Persons Detail employee authorizing the use of a DR number shall be placed on the Missing Person Investigation, Form 3.16, in the format field entitled "Sources Checked-Missing Persons."

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NOTE: Geographic Area records unit personnel shall not issue a DR for use on a Missing Person Investigation, Form 3.16, unless authorization to do so has been granted by the Missing Persons Detail, DHD.

Employees obtaining a DR number shall ensure that the assignment code of the Area/division to which they are assigned is entered into the ADRIS format field entitled "Division".

- IV. ACCESS TO ADRIS.** Only those employees who have been assigned a Front End Communication System (FECS) operator number, issued by the Systems Support Unit, Automated Information Division, *and* have the authorization of their commanding officer shall be allowed access to ADRIS for data input.

V. PROCEDURE FOR OBTAINING A DR NUMBER.

- A. General.** When a DR number is requested, the requesting person, upon receiving the number, shall write the number in a designated space on the report and repeat it to the issuing person to ensure no error has been made in transcription. When a DR number is obtained for a Vehicle Investigation or a report concerning a lost, stolen or found license plate, the requesting person shall obtain the name or serial number of the issuing person and the time of the request for inclusion in the report.

NOTE: At the time a DR number is obtained all required information shall be entered into the ADRIS.

- B. Release from Custody (RFC) DR Procedures.**

OBTAINING. All RFC Reports shall bear a DR number.

- * When there is a related report, the DR number of that report shall be used.
- * When there is no related report, a Miscellaneous DR number shall be obtained from the geographic Area records unit.

NOTE: The same DR number shall be used on all RFC and Arrest Reports involving a single occurrence. When an occurrence requires more than one DR number (e.g., an arrest situation involving multiple vehicle reports), each report shall reference all related reports and DR numbers.

- * Whenever an RFC report is involved, clerical personnel shall, when issuing *any type* of DR number, be responsible for entering the following information into the ADRIS:
 - * Arresting Officer's last name and serial number;
 - * In the "Report Type" field, the number "60" followed by the appropriate two digit crime code;
 - * In the "Party" field, all appropriate party information;
 - * The suspect(s) last name, first name, and middle initial.

- VI. DR PRECEDENCE.** The type of DR number obtained shall be determined in the following order of precedence:

- | | |
|---|-------------------------|
| * Stolen or Lost Vehicle | Vehicle DR number |
| * Traffic Accident | Traffic DR number |
| * Impounded Vehicle or License Plate Involved | Vehicle DR number |
| * Miscellaneous | Miscellaneous DR number |

When a report of any type has been assigned a DR number and other reports of related incidents are made, they shall bear the DR number of the *initial report*.

EXCEPTIONS:

- * When a Worthless Document Report, Form 3.6, or a Multiple Report-Worthless Documents, Form 3.6.2, is made, a separate DR number shall be obtained for each document (5/3.6.2).
- * When more than one vehicle is stolen, each report requires a separate DR number (5/3.7-22).
- * A Vice or Narcotics Report requires a separate Vice or Narcotics DR number. Only a related Follow-Up Report, Form 3.14, shall bear the DR number assigned to the Vice or Narcotics Report (5/3.18-10 and 5/3.19-10).
- * A Missing Adult Report, Form 3.16, requires a separate Miscellaneous DR number. Only a related Follow-Up Report, Form 3.14; Arrest Report, Form 5.2; or Property Report, Form 10.1, shall bear the DR number assigned to the Missing Adult Report (5/3.16-12).
- * A Missing Juvenile Report, Form 3.16, requires a separate Miscellaneous DR number. Only a related Follow-Up Report, Form 3.14; Arrest Report, Form 5.2; or Property Report, Form 10.1, shall bear the DR number assigned to the Missing Juvenile Report (5/3.16-12).
- * When more than one traffic accident occurs, each report requires a separate DR number (5/4.1-10).
- * When more than one burglary occurs, each requires a separate DR number (see 5/3.1A for exceptions).
- * A separate Property Report bearing a separate DR number shall be made for each license plate or set of license plates booked (5/10.1-16).

VII. SUBSEQUENT DR NUMBER REVISIONS. Data which has been input into the ADRIS can be changed only by personnel assigned to the Crime and Miscellaneous Report Section, R&I Division. When it is determined that ADRIS report data is incomplete or incorrect and should be amended or deleted, a Change/Cancellation of DR Number, Form 8.45, shall be completed, explaining the changes to be made. The completed Change/Cancellation of DR Number Report, using the DR number of the original report, shall be forwarded to the Crime and Miscellaneous Reports Section, R&I Division. The Change/Cancellation of DR Number Report shall be completed by the reporting officer when a correction must be made to the original report, otherwise, the Change/Cancellation of DR Number Report shall be completed by clerical personnel assigned to the concerned geographic Area or division.

EXCEPTION: If the change is of such a nature as to warrant immediate correction to the ADRIS, the new information shall be relayed telephonically to the supervisor of the Crime and Miscellaneous Reports Section, R&I Division, in addition to completing the Change/Cancellation of DR Number Report.

VIII. FUNCTIONAL RESPONSIBILITY. Automated Information Division shall be responsible for providing functional supervision and technical support for ADRIS.

AMENDMENTS:

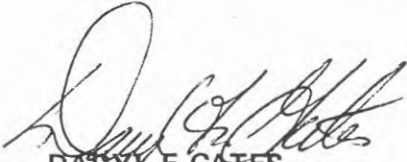
This order amends Sections 2/420.10, 2/620.43, 2/1042.21, 4/212.30, 4/218.35, 4/256.50, 5.040.14, 5/040.28, 5/040.42, 5/040.56, 5/040.60, 5/3.1-12, 5/3.16-12, and 5/4.1-10 and adds Sections 5/040.30 and 5/040.65 to The Department Manual.

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SEPTEMBER 19, 1980

AUDIT RESPONSIBILITY:

Records and Identification Division shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

SEPTEMBER 22, 1980

SUBJECT: CITING PROCEDURES FOR PUBLIC TRANSPORTATION AND POST OFFICE VEHICLE DRIVERS—REVISED

PURPOSE: Difficulty in properly processing traffic citations involving vehicles operated by public transportation or Post Office employees has prompted the Traffic Division of the Los Angeles Municipal Court to recommend certain procedural changes. To ensure efficient court adjudication, this order amends citing procedures for operators of Post Office vehicles, municipal bus line vehicles, and those vehicles subject to the jurisdiction of the City Department of Transportation or the Southern California Rapid Transit District (SCRTD). This order deactivates the Report of Transportation Utility Traffic Violation, Form 4.27.

PROCEDURE:

I. TRAFFIC CASES INVOLVING PUBLIC TRANSPORTATION.

- A. TRAFFIC VIOLATIONS BY PUBLIC TRANSPORTATION VEHICLES.** When an officer observes a citable traffic violation committed by the operator of a vehicle subject to the jurisdiction of the Department of Transportation, the SCRTD, or any municipal bus line, the officer shall, if appropriate, complete a personal service citation.

When practicable, buses should be allowed to proceed to the next regular stopping point before enforcement action is taken. A bus shall not be detained any longer than is necessary to complete the citation. All other public transportation vehicles shall be stopped at the nearest available parking space.

NOTE: The Department of Transportation has jurisdiction over motor buses, private school buses, sightseeing buses, charter buses, taxicabs, automobiles for hire, and private ambulances.

- B. CITING PROCEDURES—PUBLIC TRANSPORTATION VEHICLE.** When a citation is issued to the operator of a public transportation vehicle or a vehicle subject to the jurisdiction of the Department of Transportation, it shall be completed in the normally prescribed manner.

- C. ARREST OF PERSON OPERATING PUBLIC TRANSPORTATION VEHICLE.** If a person operating a vehicle under the jurisdiction of the Department of Transportation, the SCRTD, or a municipal bus line, is taken into custody and no other crew member is available, the arresting officer shall:

- * Notify the concerned company dispatcher, if available, and
- * Remain at the scene until an authorized person takes charge of the vehicle.

II. TRAFFIC VIOLATIONS INVOLVING POST OFFICE EMPLOYEES.

- A. CITING PROCEDURES—POST OFFICE EMPLOYEES.** When an officer observes a citable traffic violation committed by the operator of a Post Office vehicle, the officer shall, if appropriate, complete a personal service citation. The violator shall be requested to sign the citation.

The citing officer shall complete the personal service citation in the normally prescribed manner.

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SEPTEMBER 22, 1980

NOTE: Operators of government-owned or leased mail trucks are not required to hold a State of California driver's license while so engaged. (Vehicle Code Section 12501a).


III. REPORT OF TRANSPORTATION UTILITY TRAFFIC VIOLATION, FORM 4.27—DEACTIVATED. The report of Transportation Utility Traffic Violation, Form 4.27, is deactivated.

AMENDMENTS:

This order amends Sections 4/347.10, 4/347.30, 4/347.80, and 4/349.40; and deletes Sections 4/347.60, and 5/4.27 of The Department Manual.

AUDIT RESPONSIBILITY:

Traffic Coordination Section shall monitor compliance with this directive in accordance with the provisions of Department Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

NOVEMBER 14, 1980

SUBJECT: TACTICAL MANUAL AMENDMENTS

PURPOSE: This order informs Department employees of certain additions, deletions, and revisions in the Tactical Manual.

PROCEDURE:

I. **REQUESTS FOR CAGED SECURITY BUSES DURING EMERGENCIES.** When a Field Commander or an officer-in-charge of a Field Command Post unit determines a need for caged security buses, he shall direct the request to Detective Headquarters Division, Administrative Information Unit, and provide the following:

- A. Number of buses needed.
- B. Destination.
- C. Anticipated use.

NOTE: During emergencies when the Emergency Control Center (ECC) Division is activated, requests for caged security buses shall be directed to the ECC Logistics Officer.

II. **DETECTIVE HEADQUARTERS DIVISION RESPONSIBILITIES.**

- A. The Detective Headquarters Division Watch Commander shall determine the number and location of available caged security buses and notify the Motor Transport Division Watch Commander of their pending deployment.
- B. The Detective Headquarters Division Watch Commander shall notify the Jail Division Watch Commander of the number of bus drivers needed, the location of available buses, their destination and anticipated use.

NOTE: Normally one caged security bus is on standby at Parker Center garage and one at Van Nuys Area garage.

III. **JAIL DIVISION RESPONSIBILITIES.**

- A. The Jail Division Commanding Officer shall provide Class II licensed drivers in response to requests for bus drivers made through Detective Headquarters Division.
- B. The Jail Division Watch Commander shall maintain a list of assigned on-duty personnel who are licensed to operate buses.

IV. **MOTOR TRANSPORT DIVISION RESPONSIBILITIES.**

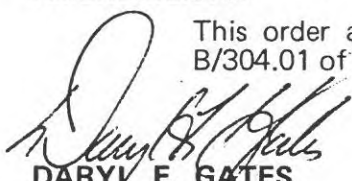
- A. The Motor Transport Division Watch Commander shall allocate buses for emergency transportation to the Field Command Post, Field Transportation Unit, in response to emergency requests.
- B. The Motor Transport Division Watch Commander shall allocate caged security buses to the Field Jail Unit, Detention and Transportation Detail, in response to emergency requests placed through Detective Headquarters Division.

V. **FIELD JAIL UNIT-DETENTION AND TRANSPORTATION DETAIL RESPONSIBILITIES.**

Under the direction of the Field Jail Unit Officer-in-Charge, the Detention and Transportation Detail shall transport arrestees, under guard, in caged security buses, from the Field Jail Unit to formal booking facilities.

AMENDMENTS:

This order amends Sections A/206.01, A/207.03, A/207.06, A/328.05, A/342.01 and B/304.01 of the Tactical Manual.


DARYL F. GATES
CHIEF OF POLICE

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

NOVEMBER 17, 1980

SUBJECT: SPECIAL NARRATION AND PHOTOGRAPHY TEAM(S)

PURPOSE: This order establishes Special Narration and Photography (SNAP) Teams with expertise in documenting events during civil disturbances, disasters, and other emergencies. These teams are available for a rapid response to any location within the City. Depending upon the situation, pictorial and/or sound recorded documentation can be accomplished in the involved area. Completed films and other recordings may be used for: evidence, training, After-Action Reports, Unusual Occurrence (UO) Histories, and reviewing tactics.

PROCEDURE:

I. SPECIAL NARRATION AND PHOTOGRAPHY TEAM(S).

- A. Activation.** A Field Commander shall activate a SNAP Team when there is an apparent or anticipated need for audio-visual recordation of an emergency. The activation may occur whether or not an Unusual Occurrence exists, viz., a Tactical Alert or Mobilization has been declared. Activation is accomplished by notifying Scientific Investigation Division, Photographic Section.

Note: During non-regular business hours, activation is accomplished by notifying Detective Headquarters Division, Administrative Information Unit.

When the Field Command Post (FCP) Division is activated, SNAP Teams are an integral part of the FCP Photographic Unit. Under direction of the FCP Assistant Intelligence Officer, the unit acquires information regarding an emergency from the FCP Operations Section. From this and other sources, the FCP Assistant Intelligence Officer makes decisions concerning mission requirements for the FCP Photographic Unit.

- B. Staffing.** SNAP Teams are usually staffed as follows:

- * **Team Leader/Narrator.** The SNAP Team Leader shall be a sergeant or person of higher rank trained to direct SNAP Team activities and narrate and sound record the events of an emergency. Each team leader shall be familiar with motion picture and still picture photographic techniques.
- * **Motion Picture Photographer.** The motion picture photographer is an employee regularly assigned to Scientific Investigation Division, Photographic Section.
- * **Still Picture Photographer.** The still picture photographer is an employee regularly assigned to Scientific Investigation Division, Photographic Section.
- * **Team Guards.** Team guards assist the team leader in maintaining team integrity. The number of guards employed is dependent upon the circumstances, but usually one to three is sufficient. They are responsible for protecting SNAP Team members and equipment during an incident where there is a threat of harm to team members. Guards may be unnecessary during some disasters or other emergencies. When needed, guards are assigned from the FCP Personnel Pool.

- C. Deactivation.** Each SNAP Team Leader, when directed to deactivate his team, shall:

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- * Review all photographic and sound recordings taken during the emergency for evidential value.
- * Notify concerned investigators of the recordings' content and value for prosecution of law violators and need for booking as evidence.
- * Notify the Commanding Officer, Training Division, when it is determined the recordings may have training value.
- * Notify the Officer-in-Charge, Public Affairs Section, when it is determined the recordings may have a historical value.
- * Cause to be stored in a special file maintained by Scientific Investigation Division, *all* photographic and sound recordings taken during the emergency.

II. DEPARTMENT RESPONSIBILITY FOR UNUSUAL OCCURRENCE (UO) CONTROL.

- A. **Scientific Investigation Division.** Scientific Investigation Division is responsible for quarterly team training and the coordination of Special Narration and Photography Team personnel. Additionally, Scientific Investigation Division shall:
- * Assign personnel to SNAP Teams and maintain team rosters.
 - * Provide Detective Headquarters Division with a team roster to be used for call-up of SNAP Teams during non-regular business hours.
 - * Provide personnel, equipment, and technical support to the Field Command Post Photographic Unit when requested by a Field Commander.
 - * Maintain a special file of photographic and sound recordings taken during emergencies according to the Department's existing document retention program.
- B. **Detective Headquarters Division.** Detective Headquarters Division shall notify Special Narration and Photography Team personnel for purposes of activating the FCP Photographic Unit or a SNAP Team when requested by a Field Commander and Scientific Investigation Division personnel are not immediately available.

AMENDMENTS:

This order amends Sections A/206.01, A/207.02, A/335., A/335.01, A/335.02, A/335.03, and adds Section A/335.04 to the Tactical Manual.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

NOVEMBER 18, 1980

SUBJECT: CIVILIAN OVERTIME REPORTING PROCEDURE—REVISED

PURPOSE: Procedures for the reporting of civilian overtime have been automated. This order sets forth revised procedures for the reporting of civilian overtime, and deactivates the Compensatory Equivalent Time Off Record, Form 15.5.

PROCEDURE:

I. OVERTIME FOR CIVILIAN EMPLOYEES

- A. **Overtime-Defined.** Overtime is that time worked in excess of the normal workday or in excess of the total number of hours which would constitute a normal deployment period.

NOTE: Civilian personnel are limited to a maximum of 16 hours of overtime per week, which may be taken in cash or time. Any exception to this limitation must be submitted to the Chief of Police. (1)

- B. **Overtime Reporting.**

Cash Compensation. When a civilian employee has worked overtime for cash, it shall be reported on the Weekly Crew Time Sheet, Form 5054.

At the end of a pay period during which overtime was worked, the original of the completed Weekly Crew Time Sheets shall be forwarded to the Accounting Section, Fiscal Operations Division. The original copy of the approved Advance Overtime Authority, Form 2.34, shall be attached to Weekly Crew Time Sheets, which will contain overtime notations where cash compensation is requested.

NOTE: With the approval of Fiscal Operations Division, overtime may be reported on the Supplementary Time Sheet, Form 2.32, in lieu of the Weekly Crew Time Sheets.

Time-Off Compensation. When civilian employees earn or use accrued time off, they shall submit an Overtime Report, Form 2.24, to their supervisor.

The information contained on the Overtime Report, Form 2.24, shall be recorded on the Weekly Crew Time Sheet by the timekeeper.

NOTE: No civilian employee shall be allowed to accrue more than 80 hours of accumulated overtime.

II. MEMORANDUM OF UNDERSTANDING PROCEDURES

- A. **Legal Holiday-Civilian Employees.** When civilian employees work on a holiday, they will receive the regular pay for the day *and* shall also receive compensation at the rate of 1½ times the regular rate of pay, provided that such employee has worked both assigned shifts immediately before and after the holiday. This limitation shall not apply where management has authorized the employee to take paid leave time off

(1) Overtime for members of the Plant Equipment Operators and Repairmen Representation Unit shall be as defined in the applicable Memorandum of Understanding.

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for the assigned shift immediately before and/or after the holiday. Any employee who fails to meet these requirements will receive:

- * Regular pay for the day, and
- * Straight-time pay for each hour worked on the holiday.

Management shall have the sole authority and responsibility to determine whether the compensation for any holiday worked shall be in cash or paid leave time off, except that such paid leave time off shall be taken within one year of the date on which it was earned.

NOTE: Any relevant provisions of a Memorandum of Understanding shall apply to members of the concerned representation units.

III. COMPENSATORY EQUIVALENT TIME OFF RECORD, FORM 15.5—DEACTIVATED.
The Compensatory Equivalent Time Off Record, Form 15.5, is deactivated (current Compensatory Equivalent Time Off Records must be retained for one year for audit purposes).

AMENDMENTS:

This order amends Sections 3/708.19, 3/708.40, and 3/703.60, and deletes Section 5/15.5 of the Department Manual.

AUDIT RESPONSIBILITY:

Fiscal Operations Division shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 24

NOVEMBER 19, 1980

SUBJECT: JUVENILE AUTOMATED INDEX

PURPOSE: The Juvenile Automated Index System (JAI) enables the Department to obtain a complete juvenile history on an arrestee from one source. The Department recently became a user of the JAI System. The following procedure is established to ensure that juvenile case disposition data is properly entered into the system in a timely manner.

PROCEDURE:

I. REPORTING OF JUVENILE CASE DATA. An investigator assigned a case charging Section 300, 601 or 602 of the Welfare and Institutions Code shall complete and forward a Disposition of Arrest and Court Action, Form 5.09, to the Juvenile Records Unit, Records and Identification Division. The forwarded Form 5.09 shall include the following information:

- * The names of the subject's mother and father in the Section A, "Remarks" portion of the form.
- * The LA Number, the DR Number, *and* the J Number, if available, in the LA Number portion of the form.

NOTE: When subjects have no record, investigators shall indicate in the LA Number portion of the Form 5.09, "no record."

- * The final disposition of the case in the Section A, "Other", portion of the form.

NOTE: When the original disposition of the case has been changed, the assigned investigator shall complete a Follow-up Investigation, Form 3.14, containing the new disposition of the case.

- * The charge, including type, section, code and definition in the Section A, "Charge" portion of the form.

NOTE: When the original charge has been changed, it shall be lined out and the final charge(s) placed in the Section A, "Additional Charge" portion of the form.

II. ROUTING REQUIREMENTS. Upon determination of the final disposition of a juvenile arrest, and approval of appropriate reports, investigators shall immediately forward completed Form 5.09's to the Juvenile Records Unit, Records and Identification Division. When final disposition of a missing juvenile case is determined, the assigned investigator shall forward a copy of the Missing Person Investigation, Form 3.16, containing the disposition to the Juvenile Records Unit, Records and Identification Division updating the JAI.

III. TELETYPE PROCEDURE—REVISED. Currently, Manual Section 4/165.02 directs Department personnel to teletype juvenile arrest booking information to the Juvenile Records Unit, Records and Identification Division, within 30 minutes after obtaining a booking number. The first nine lines of the Los Angeles Consolidated Booking Form, Form 5.1, contain the juvenile arrest booking information. To properly satisfy requirements of the JAI, the following additional information shall also be required on the teletype:

- * The name of parents and/or legal guardian;
- * LA Number;
- * J Number; and,
- * DR Number.

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The last line of the teletype shall contain the information in the box labeled "Juvenile Detained At."

AUDIT RESPONSIBILITY:

Juvenile Records Unit, Records and Identification Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

AMENDMENTS:

This order amends Sections 5/5.9-01, 5/5.9-16, and adds Section 5/5.9-12.

A handwritten signature in dark ink, appearing to read "Daryl F. Gates", is written over a light background.

**DARYL F. GATES
CHIEF OF POLICE**

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 25

NOVEMBER 24, 1980

SUBJECT: AWARDS AND DECORATIONS—REVISED PROCEDURES

PURPOSE: Current routing procedures for Department commendations reported on a Commendation Report, Form 1.18, allow for an indefinite review period at every level. In many instances, the period of elapsed time between the commendable incident and the actual presentation of the award is excessive. This order modifies current routing procedures to ensure an expeditious review of all Commendation Reports, thereby decreasing the time required to complete the entire commendation process.

PROCEDURE:

I. ROUTING COMMENDATION REPORTS—TIME LIMITS.

- * Supervisors reporting a commendable incident on a Commendation Report, Form 1.18, shall submit the form to the concerned commanding officer as soon as practicable, preferably within three days of the incident.
- * A commanding officer receiving a Commendation Report regarding an employee under his command shall review the report and, if approved, forward the signed Form 1.18 to the concerned bureau *within two days* after receipt of the form.
- * Bureau commanding officers receiving an approved Commendation Report shall review the report and, if approved, forward the signed Form 1.18 to the Chairman of the Commendations Board *within five days* after receipt of the form.

NOTE: This order does not affect procedures relating to disapproved Commendation Reports (3/756.35).

II. NOTIFICATIONS

- A. Approved Commendation Reports recommending The Police Medal, The Police Meritorious Service Medal, and The Police Meritorious Unit Citation shall be forwarded from the Office of Administrative Services to the Chief of Police for final approval.

The Office of the Chief of Police shall notify Public Affairs Section as soon as the proposed commendation has been reviewed and approved by the Chief. Public Affairs Section shall then schedule an appropriate ceremony for presentation of the award.

NOTE: In the case of the Police Star, the final reviewing authority shall remain the Director, Office of Administrative Services (3/750.30).

- B. Following approval by the Commendations Board and review by the Director, Office of Administrative Services, Commendation Reports shall be reviewed by the Awards and Decorations Board in accordance with Manual Section 2/092.30 when the proposed award is for:

- * The Medal of Valor
- * The Police Commission Unit Citation
- * The Police Distinguished Service Medal

The Office of the Chief of Police shall notify Public Affairs Section when the reviewed Commendation Report has been forwarded to the Board of Police Commissioners for final review. Upon approval by the Board of Police Commissioners, Public Affairs Section shall schedule an appropriate ceremony for the presentation of the award except in the case of the Medal of Valor which will

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NOVEMBER 24, 1980

be presented at the annual Medal of Valor Ceremony.

AMENDMENTS:

This order amends Sections 3/756.30, 3/756.35 and 3/756.50 of The Department Manual.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 26

DECEMBER 1, 1980

SUBJECT: ALCOHOL AND STRESS RELATED PROBLEMS—POLICY

PURPOSE: The disease of alcoholism crosses all racial, social, and economic boundaries. The Los Angeles Police Department recognizes that its employees are no exception to this reality. The immense pressure generated by law enforcement work may lead to outlets which include the consumption of alcohol. All too frequently, "social drinking" progresses to the point of alcohol abuse. Job-related stress may also be evidenced in any number of other ways.

Alcoholism and stress-related problems are both physical and behavioral problems which can be relieved by appropriate professional assistance. The Department recognizes the treatable nature of alcoholism and stress-related problems. It is further recognized that prompt recognition and action pursuant to these problems is of paramount importance.

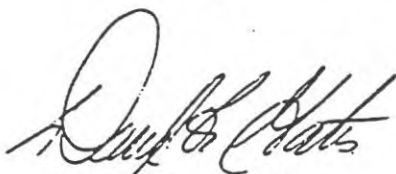
The intent of this order is to establish a policy which encourages an atmosphere of support and concern for those employees who suffer from alcoholism and/or stress-related problems.

POLICY: The Department recognizes that alcoholism and stress-related problems are genuine medical problems which are deserving of the same concern and degree of understanding as the more traditional illnesses. Every employee should be aware of the symptoms of alcoholism and stress. Employees should not hesitate to seek professional assistance for themselves or offer to help fellow employees affected by these disorders. The *personal* obligation of individual employees regarding assistance to fellow employees includes the recognition of the symptoms of alcoholism and/or stress problems. There is also an accompanying moral obligation to encourage the affected employee to seek professional assistance.

Supervisory personnel becoming aware of behavioral patterns indicative of alcoholism or stress among Department employees should immediately meet with the concerned employee to determine if alcohol abuse or stress may be causing the problem behavior. Initially, the supervisor should encourage the concerned employee to *voluntarily* seek assistance from qualified professionals if alcohol abuse or stress is the basis for an employee's problem. If necessary, the concerned employee may be mandatorily directed to the Department's Behavioral Science Services for assistance.

AMENDMENTS:

This order establishes Section 1/246. of the Department Manual.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 27

DECEMBER 2, 1980

SUBJECT: DOMESTIC VIOLENCE TEMPORARY RESTRAINING ORDER

PURPOSE: On July 1, 1980, Penal Code Section 273.6 (Willful and Knowing Violation of a Domestic Violence Temporary Restraining Order), a misdemeanor, took effect. The law is intended to prevent domestic violence during litigation of divorces, separations and other domestic disputes. This order establishes procedures for officers called to the scene of a domestic dispute when it is alleged that a Domestic Violence Temporary Restraining Order exists.

PROCEDURE:

I. DISTRIBUTION AND CONTROL OF DOMESTIC VIOLENCE TEMPORARY RESTRAINING ORDERS.

- A. The Mail Unit, Records and Identification Division, will receive Domestic Violence Temporary Restraining Orders from the court clerks, and shall transmit them to the concerned geographic Area daily.
- B. Geographic Area Commanding Officers shall ensure that Area Subpoena Control Officers:
 - * Maintain a file of all Domestic Violence Temporary Restraining Orders in a location accessible to Area uniformed desk personnel and the on-duty watch commander;
 - * Establish and maintain a current control log of all Domestic Violence Temporary Restraining Orders received from Records and Identification Division;
 - * Maintain the control log in a location accessible to Area uniformed desk personnel and the on-duty watch commander; and,
 - * Purge daily all expired Domestic Violence Temporary Restraining Orders.

NOTE: Domestic Violence Temporary Restraining Orders are normally valid for 90 days and include an expiration date. Notice of any modification, extension, or cancellation must be sent to the concerned police agency the same day it is ordered by the court.

- C. Geographic Areas shall retain purged Domestic Violence Temporary Restraining Orders for one year from the date of issuance.

II. OFFICERS' RESPONSIBILITY AT THE SCENE OF A DOMESTIC DISPUTE.

- A. Officers handling a situation involving a Domestic Violence Temporary Restraining Order shall contact the concerned Area's uniformed desk personnel and verify that an order is on file, has not expired, and was properly served upon the restrained party.

NOTE: Child custody and/or possession of property provisions of Domestic Violence Temporary Restraining Orders *cannot* be enforced under 273.6 P.C.

- B. If verification of service upon the restrained party is included within the Order, officers shall ascertain:
 - * The name of the restrained party; and,
 - * The conditions of the Restraining Order.

If a violation of the Restraining Order exists, the person violating the Order is subject to arrest.

- C. If a verification of service is not included, officers shall advise the named party that a *valid* Domestic Violence Temporary Restraining Order is in force, and state its

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conditions to the restrained party. After notification of the Order's conditions and when the named party refuses to comply, officers shall:

- * Arrest the party; and,
- * Book for 273.6 P.C. (Willful and Knowing Violation of a Domestic Violence Temporary Restraining Order).

D. When the violation of the Order did not take place in the presence of an officer, and it can be established that the violating party had notice of the Order, officers shall:

1. Proceed with a private person's arrest for 273.6 P.C.; or
2. Take a crime report if:

- * The suspect has left the scene prior to the officer's arrival; and,
- * The person reporting so requests and wishes to prosecute.

NOTE: The narrative portion of the crime/arrest report shall contain a verbatim listing of the conditions on the Restraining Order, its number, and expiration date.

E. When an officer is presented with a copy of an Order in the field, he shall honor it only if:

- * The Order was issued on the same day; or
- * The Order was issued on a Friday *and* the call for service occurs during the weekend immediately following the date of the Order's issuance.

III. TEMPORARY RESTRAINING ORDERS ISSUED BY FOREIGN JURISDICTION (STATEWIDE).

- A. If a party alleges an Order exists in a foreign jurisdiction within California, officers shall contact the concerned law enforcement agency and verify the information before taking enforcement action.
- B. Foreign jurisdictions making inquiries to this Department regarding Domestic Violence Temporary Restraining Orders shall be directed to the concerned Area desk.

FORMS AVAILABILITY

A sample master control log is provided with this order and may be duplicated as needed.

AMENDMENTS:

This order amends Section 3/210.10 and adds 4/212.11 of The Department Manual.

AUDIT RESPONSIBILITY:

Concerned geographic operations bureaus shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

DECEMBER 2, 1980

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- * Arrest the party; and,
- * Book for 273.6 P.C. (Willful and Knowing Violation of a Domestic Violence Temporary Restraining Order).

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1. Proceed with a private person's arrest for 273.6 P.C.; or

2. Take a crime report if:

- * The suspect has left the scene prior to the officer's arrival; and,
- * The person reporting so requests and wishes to prosecute.

NOTE: The narrative portion of the crime/arrest report shall contain a verbatim listing of the conditions on the Restraining Order, its number, and expiration date.

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- * The Order was issued on the same day; or
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A. If a party alleges an Order exists in a foreign jurisdiction within California, officers shall contact the concerned law enforcement agency and verify the information before taking enforcement action.

B. Foreign jurisdictions making inquiries to this Department regarding Domestic Violence Temporary Restraining Orders shall be directed to the concerned Area desk.

FORMS AVAILABILITY

A sample master control log is provided with this order and may be duplicated as needed.

AMENDMENTS:

This order amends Section 3/210.10 and adds 4/212.11 of The Department Manual. *4212.03 4/212.04 4212.06*

AUDIT RESPONSIBILITY:

Concerned geographic operations bureaus shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 28

DECEMBER 3, 1980

SUBJECT: RELEASE OF CRIMINAL RECORD HISTORIES—REVISED

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PURPOSE: An evaluation of this Department's Criminal Record Security Regulations revealed that some controls of *routine releases* of Criminal Offender Record Information (CORI), both within the Department and to authorized persons of agencies outside the Department, were no longer necessary. This order cancels Special Order No. 15 of May 28, 1979, and revises the Department's procedures in the release of Criminal Offender Record Information. Employees are reminded that failure to comply with established procedures for the control of Criminal Offenders Record Information may be punishable as a misdemeanor.

PROCEDURE:

I. CRIMINAL OFFENDER RECORD INFORMATION—DEFINED. As defined in California Penal Code Section 11075, CORI

(a)... means records and data compiled by Criminal Justice agencies for purposes of identifying criminal offenders and of maintaining as to each such offender a summary of arrests, pretrial proceedings, the nature and disposition of criminal charges, sentencing, incarceration, rehabilitation, and release.

(b) Such information shall be restricted to that which is recorded as the result of an arrest, detention, or other initiation of criminal proceedings or of any consequent proceedings related thereto.

This includes the following:

- * California Department of Justice rap sheets.
- * Any criminal history information received from the California Department of Justice via teletype (CLETS).
- * Department of Justice computerized criminal history system printouts.
- * FBI or other states' rap sheets.
- * Information maintained in the Department's alpha index criminal history card files.
- * Local criminal history information received via the Automated Index System.

NOTE: The individual arrest and crime reports are covered by the Public Records Act and are not considered to be Criminal Offender Record Information.

II. CRIMINAL RECORDS SECURITY OFFICER. The Commanding Officer, Records and Identification Division, is designated as the Department Criminal Records Security Officer (2/307.64). He is responsible for developing procedures pertaining to the release of CORI documents.

III. RELEASES OF CORI--DETERMINATION OF RIGHT-TO-KNOW/NEED-TO-KNOW. Prior to releasing any CORI, the employee releasing the information must determine the requester's right-to-know and need-to-know. *No CORI shall be released unless there is both a right-to-know and a need-to-know.*

A. **Right-to-know.** The right-to-know is the legal authority for a person or agency to have access to CORI. Those persons or agencies authorized by law to access CORI are defined in California Penal Code Sections 11105 and 11300.

B. **Need-to-know.** The need-to-know is the official purpose for which the information

DISTRIBUTION "A"

DECEMBER 3, 1980

is being requested. The purpose or compelling requirement for the information must be directly related to the official duties and/or responsibilities of the person or agency initiating the request.

Examples: Law enforcement agency or officer requesting CORI in conjunction with a criminal investigation; a public agency or officer requesting CORI for employment certification or licensing duties. Current statutes do not provide for the release of CORI to the news media or representatives of the news media.

A Department employee releasing CORI shall specifically ask the requester for the purpose of the request and the use of the information.

NOTE: Department employees, when uncertain as to whether a requesting agency or person is authorized to receive CORI data, shall contact the Watch Commander, Records and Identification Division, and be guided by his advice.

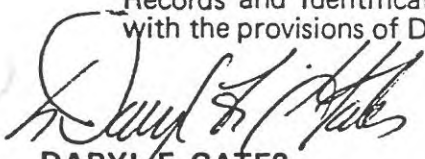
- IV. RELEASE OF JUVENILE RECORDS.** Juvenile Records are not considered CORI. Juvenile Records shall only be released to the Juvenile Court, Probation Department, or other law enforcement agencies, except under an order from the Juvenile Court.
- V. CRIMINAL RECORD REQUEST, FORM 08.42.0—REVISED AND REDESIGNATED.** The Criminal Record Request, Form LAPD 08.42.0, has been revised to include a section to document any release of criminal record information outside the Department. The amended form is retitled, Request/Release Criminal Record Form, LAPD 08.42.0. The revised forms are available and may be ordered from Supply Division. Present stock shall be bundled and returned to Supply Division upon receipt of the new forms.
- VI. REQUESTING CORI FOR OUTSIDE RELEASES.** The Request/Release Criminal Record, Form LAPD 08.42.0, shall be completed by the requesting officer prior to obtaining CORI through any automated system, Records and Identification Division, or the teletype system if the information is to be *released to an authorized person outside* the Department. The completed forms shall then be forwarded daily to the Administrative Staff Unit, Records and Identification Division, for filing.
- NOTE:** It shall be left to the discretion of the concerned Area/division commanding officers as to whether completion of the Form 08.42.0 is required when information is to be released to authorized persons outside the Department who *routinely receive* CORI in order to process LAPD arrestees. These include local courts, members of the Los Angeles County District Attorney's Office and the Los Angeles City Attorney's Office.
- VII. RESPONSIBILITY FOR THE SECURITY OF CORI DOCUMENTS.** The Department employee requesting CORI shall be responsible for the security of all documents he requests. He shall ensure that these documents will be kept in Department records or files which are secure. CORI documents, when no longer needed, or not contained in a case folder, shall be disposed of in an Area/division burn box.

AMENDMENTS:

This order amends Section 5/8.42—01; deletes Sections 3/408.30 and 3/408.40; and adds Sections 3/408.15, 3/408.16, 3/408.17, 3/408.18 and 5/8.42—80 to The Department Manual.

AUDIT RESPONSIBILITY:

Records and Identification Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.


DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 29

DECEMBER 12, 1980

SUBJECT: PREFIX CHECK DIGIT (PCD)—ACTIVATION

PURPOSE: In order to eliminate erroneous DR number entries into the Crime and Arrest Reporting System (CARS), the Prefix Check Digit (PCD) has been developed. The Prefix Check Digit is a computer-generated number determined by a series of mathematical computations based on the DR number being entered into the Crime and Arrest Reporting System. The Prefix Check Digit appears on the cathode ray tube (CRT) screen two spaces to the right of the DR number, enclosed by solidi.

PROCEDURE:

Department forms are being revised to add a space for the Prefix Check Digit. The Prefix Check Digit space appears directly to the left of the DR number space. Effective immediately, employees completing reports requiring a DR number shall enter the Prefix Check Digit in the space provided. In the event that the form being used does not have a PCD space, the Prefix Check Digit shall be entered immediately preceding the DR number, e.g., 7 80-345678.

EXCEPTION: A PCD will be generated for master DR numbers used for master Worthless Document Investigations, however, no PCD will be generated for DR numbers used for related multiple worthless documents.

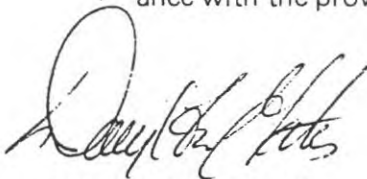
DR numbers assigned by Records and Identification Division to the various geographic Areas for use as manually-issued DR numbers shall include a Prefix Check Digit as a component.

AMENDMENTS:

This order amends Sections 5/040.14 and 5/040.56 of The Department Manual.

AUDIT RESPONSIBILITY:

Automated Information Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.



**DARYL F. GATES
CHIEF OF POLICE**

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 30

DECEMBER 24, 1980

SUBJECT: REVISED ORGANIZATION OF ROBBERY-HOMICIDE DIVISION

PURPOSE: Robbery-Homicide Division has been realigned to allow for more efficient distribution of functions within the Division.

PROCEDURE:

ROBBERY-HOMICIDE DIVISION-GENERAL FUNCTIONS.

Robbery-Homicide Division is responsible for investigating the following incidents on a City-wide basis:

- * Bank robberies, hijackings, cargo thefts and other *selected* robberies, extortions, homicides, sex crimes and kidnaps;
- * Officer-involved shootings;
- * Non-traffic related officer-involved incidents which result in death or serious injury;
- * Death of a person in Department custody.

ROBBERY-HOMICIDE DIVISION-ORGANIZATION. Robbery-Homicide Division is composed of:

- * Robbery Special Section
- * Bank Robbery-Hijack-Cargo Theft Section
- * Homicide Special Section
- * Rape and Domestic Violence Section
- * Major Crimes Investigation Section
- * Officer-Involved Shooting Section

ROBBERY-HOMICIDE DIVISION-SPECIAL DUTIES. Robbery-Homicide Division is responsible for the following special duties:

Reviewing Reports. Reviewing all arrest and crime reports pertaining to robbery, extortion, kidnap for the purpose of robbery, hijack, rape, kidnap for the purpose of rape, sexual assault and homicide. Selecting and forwarding any pertinent crime trends or modus operandi information to geographic detective divisions.

Show-ups. Scheduling and coordinating "show-ups" of adult felony prisoners.

Special Files. Maintaining files of the following:

- * Current Photos of robbery prisoners released in the Los Angeles area by state prisons, and *other selected* suspects.
- * *Selected* local, state and national teletypes concerning robberies.
- * *Selected* police bulletins.
- * Documents relating to "show-ups" conducted by Robbery Special Section.
- * Sexual assault modus operandi information.
- * Sexual assault vehicle information.
- * Names, aliases and modus operandi of bank robbery suspects.
- * California Highway Patrol permits authorizing the use of armored cars within the City.

AMENDMENTS:

Amendments to The Department Manual will follow at a later date.


DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"